

# IDIS Online for CDBG Entitlement Communities



U.S. Department of Housing and Urban  
Development





# **PREFACE**

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## **Purpose**

This manual explains how to set up, fund, draw funds, and report accomplishments and performance measures for CDBG activities in IDIS. Topics related to these CDBG-specific processes are also covered.

## **Intended Audience**

This manual is intended for people who are already familiar with CDBG entitlement rules and regulations. It is not a regulatory or policy training guide, and assumes that users have acquired that knowledge from other training and/or experience.

## **Contents**

Chapter 1 provides a brief overview of the major components of IDIS.

Chapter 2 shows how to add and maintain projects.

Chapter 3 covers the activity screens that are common to all CPD programs.

Chapter 4 explains the CDBG-specific activity setup screens.

Chapters 5, 6, and 7 cover the Funding/Drawdown functions of funding activities, processing drawdowns, and receipting program income.

Chapter 8 outlines the process of CDBG accomplishment reporting.

Chapters 9 through 13 give detailed instructions on reporting accomplishments and performance measures for CDBG area benefit (LMA), limited clientele benefit (LMC), low/mod housing benefit (LMH), low/mod job creation and retention (LMJ), slum/blight (SBA, SBR, SBS), and urgent need (URG) activities.

Chapter 14 discusses CDBG activities that have been flagged as at-risk.

Chapter 15 provides guidance on cancelling activities with CDBG draws.

Chapters 16 and 17 cover the grant and grantee functions.

Supporting material is provided in the appendices.

## **What is Not Covered**

Five IDIS functions—Consolidated Plan/Action Plan, Reports, Admin, Data Downloads, and EDI—are not covered here.

For Con Plan training, visit [www.hud.gov/offices/cpd/about/conplan/cp\\_training\\_ta.cfm](http://www.hud.gov/offices/cpd/about/conplan/cp_training_ta.cfm). For the other topics, go to the IDIS logon page and see:

- How to Run Reports in IDIS OnLine
- Grantee Local Administrator Guide
- IDIS OnLine Data Download Documentation
- IDIS OnLine EDI Documentation

## **Additional Resources**

- The "Log on to IDIS" page at [www.hud.gov/offices/cpd/systems/idis/idis.cfm](http://www.hud.gov/offices/cpd/systems/idis/idis.cfm)
- The IDIS News section of the IDIS Welcome page
- The "Ask a Question" option on the OneCPD Resource Exchange at [www.onecpd.info](http://www.onecpd.info)
- "IDIS Resources for the CDBG Program" at [www.hud.gov/offices/cpd/systems/idis/cdbg/](http://www.hud.gov/offices/cpd/systems/idis/cdbg/)

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# Chapter 1

## AN OVERVIEW OF IDIS

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The Integrated Disbursement and Information System (IDIS) is the online system for CPD's CDBG, ESG, HOME, and HOPWA formula grant programs and for the HOPWA Competitive Program. Grantees also use IDIS for three Recovery Act programs: CDBG-R (CDBG Recovery Act Funds), TCAP (Tax Credit Assistance Program), and HPRP (Homelessness Prevention and Rapid Re-Housing Program).

As its name suggests, IDIS serves two major purposes. Grantees use the system to track and draw down CPD funds and program income (the disbursement side of IDIS) and to record the results of CPD-funded activities (the information side).

HUD uses the data grantees provide in IDIS to report on the performance of the CPD programs to Congress and other program stakeholders.

### COMPONENTS

The basic components of IDIS are:

- Grants, Subfunds, and Subgrants
- Consolidated Plan/Annual Action Plan
- Projects
- Activity Setup
- Activity Funding
- Drawdowns
- Accomplishment Reporting
- Reports
- Security and Data Access

Each is described below.

### Grants, Subfunds, and Subgrants

Entitlement grantees receive a formula grant on an annual basis from the CDBG program. Information about each CDBG grant is sent to IDIS from LOCCS (Line of Credit Control System), including a grant number, an amount, and an obligation date. The grant number identifies the grantee. The amount is the current amount of the grant and is affected by formula allocation, reallocations, and deobligations. The obligation date is used to track the timeliness of grant expenditures.

Subfunds and subgrants are IDIS features not widely used by CDBG grantees. Subfunding allows grantees to earmark and track grant funds by *specific use*—e.g., administration and subgrants. Subgranting allows grantees to earmark and track grant funds by *specific organization*—e.g., any organization receiving CDBG funds to carry out an activity.

### Consolidated Plan and Action Plan

Each year, a CPD formula grantee creates either a Consolidated Plan or an Action Plan (the section of the Consolidated Plan that is updated and submitted to HUD annually). In the Plan, the grantee identifies community needs, resources, and priorities, and describes the projects to be undertaken with CDBG, HOME, ESG, and/or HOPWA funds in the upcoming year.

## **Projects**

As stated above, the Action Plan includes a list of projects that the grantee proposes to carry out with CPD funds. These projects are high-level descriptions of what the grantee intends to accomplish over the next year. Information about each project, such as name, description, estimated budget, and expected accomplishments, is either uploaded into IDIS or input directly into the system by grantees. Projects also serve as the chief mechanism for organizing and tracking related activities in IDIS.

## **Activity Setup**

Each activity in IDIS is set up under one of the projects in an Action Plan. It is at the activity level that grantees supply HUD with details about the work they will carry out to meet project goals. Information entered at setup includes the activity name, location, proposed accomplishments, and program-specific data.

## **Activity Funding**

An activity must be funded before draws can be made for the activity. CDBG funds can be committed to an activity only if all required CDBG setup information has been entered.

A single activity may be funded by multiple CPD programs, provided the setup information required by each of the funding programs has been entered.

## **Drawdowns**

Drawdowns may be made for an activity after it has been funded. The total amount drawn down cannot exceed the funded amount.

## **Accomplishment Reporting and Activity Completion**

Proposed accomplishments for a CDBG activity are reported at activity setup. Actual accomplishments are provided for each program year the activity is underway. Upon completion of an activity, its status is updated to "completed." IDIS permits the update only after ensuring that all required information has been entered. Before marking the activity as completed, IDIS releases all undrawn funds that were committed to the activity and sets the funded amount equal to the amount disbursed.

## **Reports**

IDIS offers numerous reports to grantees, including program year, activity, and financial reports. Some of them, such as the Grantee Performance Report (PR03), Summary of Accomplishments (PR23), and Performance Measures Report (PR83), are specific to CDBG.

## **Security**

IDIS enforces two types of security. The first type controls the functions that a user may perform. Some of the functions controlled by user ID are set up activity, revise activity, create drawdown, approve drawdown, and run reports. The second type of security controls a user's access to IDIS data by grantee and by CPD program. A user might, for example, have access to his/her organization's data for all CPD programs in IDIS, or be limited to accessing CDBG data only. Additionally, a user may be given access to the data for more than one grantee. That user's security profile can be different for each grantee.

## FUNCTIONS

IDIS functions are accessed by clicking tabs on the menu bar running across the top of the screen and then clicking links listed on the left side of the page. For example, clicking the Plans/Projects/Activities tab at the top of the Welcome page displays the screen below:

On all Plans/Projects/Activities tab screens, links to Activity and Project functions are listed on the left. To create a new project, you would click on the Project Add link; to update an existing project, you would click the Project Search link. The table below shows the functions that each tab on the menu bar accesses:

Tab	Functions
Plans/Projects/Activities	Project Activity Consolidated Plan Annual Action Plan CAPER
Funding/Drawdown	Activity Funding Drawdown Receipt
Grant	Grant Subfund Subgrant Subfund Program Income Subgrant Program Income
Grantee/PJ	Grantee/PJ Subordinate Carrying Out Organization
Admin	User Profiles Table Maintenance
Reports	View Reports Report Parameters

The tabs, functions, and links available to you depend on your security profile. For example, if you're not authorized to perform any Administrative functions, the {Admin} tab will not be displayed. If you are authorized to access the Consolidated Plan, Annual Action Plan, and CAPER functions (which are not covered in this manual), they will be listed after the Project links. If you're not authorized to create new activities, the Add link will not be displayed for the Activity function.

## UTILITIES AND LINKS

Also listed on the navigation bar of every page are Utilities and Links:

The screenshot shows the IDIS user interface. At the top, there is a navigation bar with tabs: Plans/Projects/Activities, Funding/Drawdown, Grant, Grantee/PJ, Admin, and Reports. Below the navigation bar, there is a message: "You have 192 CDBG and 8 HOME activities that have been flagged. Click [here](#) to go to the review page." The left sidebar contains several sections: Activity (Logout, Add, Search, Review, CDBG Cancellation), Project (Add, Search, Copy), Utilities (Home, Data Downloads, Print Page, Help), and Links (Rules of Behavior, RAMPS, Support, CPD Home, HUD Home). The Utilities and Links sections are highlighted with a blue box. The main content area shows a search form for activities with fields for Program, IDIS Project ID, Status, Activity Name, IDIS Activity ID, Program Year, Grantee/PJ Activity ID, and Activity Owner.

The utilities are:

**Home** – Displays the IDIS Welcome page.

**Data Downloads** – Displays the Run Data Extract page. For instructions on running data downloads, go to [www.hud.gov/offices/cpd/systems/idis/idis.cfm](http://www.hud.gov/offices/cpd/systems/idis/idis.cfm) and click on "IDIS OnLine Data Download Documentation."

**Print Page** – Prints the current page.

**Help** – Displays a help screen for the IDIS page you are on. If no help is available for a page, a screen titled "IDIS – Integrated Disbursement & Information System" is shown.

The available links are:

**Rules of Behavior** – Displays a document outlining the specific responsibilities and expected behavior of IDIS users.

**RAMPS** – Displays the login page for the Recovery Act Management and Performance System.

**Support** – Displays the Technical Assistance Unit home page.

**CPD Home** – Displays the Community Planning and Development home page.

**HUD Home** – Displays the hud.gov page.

Clicking a utility or link does not log you out of IDIS.



## FLAGGED CDBG ACTIVITIES

Notice the orange banner on the screen print below. It is displayed at the top of every IDIS screen if you have CDBG and/or HOME activities that have been flagged as being at-risk:

User ID: C00063 User Role: Grantee Organization: LOS ANGELES <a href="#">Logout</a>	<b>Plans/Projects/Activities</b> <b>Funding/Drawdown</b> <b>Grant</b> <b>Grantee/PJ</b> <b>Admin</b> <b>Reports</b>				
You have 192 CDBG and 8 HOME activities that have been flagged. Click <a href="#">here</a> to go to the review page.					
<b>Activity</b> <a href="#">Add</a> <a href="#">Search</a> <a href="#">Review</a> <a href="#">CDBG Cancellation</a>	<b>Activity</b> Search Activities <hr/> <div> <div> <b>Search Criteria</b>  <b>Program:</b>            All         </div> <div> <b>IDIS Project ID:</b>  <input type="text"/> </div> <div> <b>Status:</b>            All         </div> </div> <div> <b>Activity Name:</b>  <input type="text"/> </div> <div> <b>IDIS Activity ID:</b>  <input type="text"/> </div>				
<b>Project</b> <a href="#">Add</a>					

Open CDBG activities are flagged if they (1) have not had any draws for a year, or (2) have no accomplishments reported for three years, or (3) have 80% of their funded amount disbursed and no accomplishments reported. CDBG activities that are within three months of meeting one of the three criteria are also flagged.

Clicking the link in the banner displays the Review Activities screen, which is covered in Chapter 14.







## Chapter 2

# PROJECTS

IDIS projects correspond to your Consolidated Plan/Action Plan projects, which describe the work you will be carrying out in the coming program year with the CPD grant funds you are awarded. Each IDIS project is set up under a specific plan year.

## ACCESSING THE PROJECT FUNCTIONS

Click the Plans/Projects/Activities tab at the top of the screen you are on to display the Search Activities screen. On it and all other Plans/Projects/Activities screens, links to the project functions you are authorized to access are listed on the left (and circled on the screen print):

The screenshot displays the IDIS web application interface. At the top, there is a navigation bar with tabs: **Plans/Projects/Activities**, **Funding/Drawdown**, **Grant**, **Grantee/PJ**, and **Admin**. The **Plans/Projects/Activities** tab is selected. Below the navigation bar, a message states: "You have 36 CDBG activities that have been flagged. Click [here](#) to go to the review page." The main content area is titled "Activity" and "Search Activities". It contains search criteria fields: "Program:" (dropdown menu set to "All"), "IDIS Project ID:" (text input), "Status:" (dropdown menu set to "All"), "Activity Name:" (text input), "IDIS Activity ID:" (text input), "Program Year:" (dropdown menu set to "Select"), "Grantee/PJ Activity ID:" (text input), and "Activity Owner:" (dropdown menu set to "FLORENCE, SC"). At the bottom of the search criteria section are "Search" and "Reset" buttons. On the left side, there is a sidebar menu with sections: "User ID: C00063", "User Role: Grantee", "Organization: FLORENCE", "- Logout", "Activity" (with sub-links: "- Add", "- Search", "- CDBG Cancellation"), "Project" (with sub-links: "- Add", "- Search", "- Copy"), and "Utilities" (with sub-links: "- Home", "- Data Downloads", "- Print Page", "- Help"). A blue bracket on the left side of the screen highlights the "Activity", "Project", and "Utilities" sections of the sidebar menu, specifically the "Add", "Search", and "Copy" links under the "Project" section.

The Add, Search, and Copy functions are explained below.

## ADD PROJECTS

Click the Project Add link on any Plans/Projects/Activities screen to display the Add Project screen:

**Project**

**Add Project**

Save | Reset

**\*Indicates Required Field**

**Grantee/PJ Name:**  
FLORENCE

**Program Year**  
**\*Program Year:**

☐ **Add New Program Year:**  
  
(ex: yyyy)

**IDIS Project ID:**

**\*Project Title:**

**Grantee/PJ Project ID:**

**Description:**

**Allow Another Organization to Set up Activities under this Project:** ⓘ  

Select Organization

**Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs):** ⓘ  

Select Sponsor Organization

**Estimated Amount (Including Program Income)**

<b>Section 108 Loan amount</b>	\$ <input type="text" value="0.00"/>
<b>CDBG</b>	\$ <input type="text" value="0.00"/>
<b>HOME</b>	\$ <input type="text" value="0.00"/>
<b>ESG</b>	\$ <input type="text" value="0.00"/>
<b>HOPWA</b>	\$ <input type="text" value="0.00"/>
<b>CDBG-R</b>	\$ <input type="text" value="0.00"/>
<b>HPRP</b>	\$ <input type="text" value="0.00"/>
<b>TCAP</b>	\$ <input type="text" value="0.00"/>
<b>HESG</b>	\$ <input type="text" value="0.00"/>
<b>HOPWA-C</b>	\$ <input type="text" value="0.00"/>
<b>Total</b>	<input type="text" value="0.00"/>

Save | Reset

The required fields on the Add Project screen are PROGRAM YEAR, PROJECT TITLE, and ESTIMATED AMOUNT.

Field	Description
Grantee/PJ Name	This read-only field shows the name of the grantee whose Consolidated Plan/Action Plan this project is being set up under.
Program Year	Select the program year under which the project is to be set up. If the year you want is not listed, leave this field blank and tab to the next field, ADD NEW PROGRAM YEAR.
Add New Program Year	To add a year that is not listed on the PROGRAM YEAR dropdown, click this box and type in the new year.
IDIS Project ID	Initially this field is blank. The system assigns an ID the first time the project is saved.
Project Title	Enter a name for the project, following the naming standards your organization has established.
Grantee/PJ Project ID	To assign your own identifier to this project, enter it here.
Description	A description of the project is optional.
Allow Another Organization to Set Up Activities under this Project	<p>To allow users at another organization to set up activities under this project:</p> <ul style="list-style-type: none"> <li>Click the &lt;Select Organization&gt; button.</li> <li>On the Select Organization page, enter search criteria if you wish or leave the search fields blank.</li> <li>Click the &lt;Search&gt; button.</li> <li>Select an organization by clicking first on the radio button next to its name and then on the &lt;Select&gt; button.</li> </ul> <p>To return to the Add Project page without selecting an organization, click the &lt;Cancel&gt; button.</p>
Assign Sponsor for this Project (only for HOPWA or HOPWA-C Programs)	Not applicable to CDBG projects.
Estimated Amount (Including Program Income)	<p>Enter the amount(s) of Section 108 loan funds and/or grant funds and program income budgeted for this project. You must enter one amount; you may enter more than one.</p> <p>Input amounts as dollars and cents. If you omit the cents, the system will append '.00'.</p>

Click the <Save> button to add the project or the <Reset> button to exit without saving. When a project is saved, the screen is returned in edit mode (see page 2-6). Clicking <Reset> displays the Search Projects screen, explained on the next page.

## EDIT/VIEW PROJECTS

To edit or view a project, you must first conduct a search to retrieve it. Click the [Project Search](#) link on any Plans/Projects/Activities screen to access the Search Projects screen.

### SEARCH PROJECTS SCREEN

Specify as many or few search criteria as you wish to retrieve the project(s) you want to update/view:

<b>User ID:</b> C00063 <b>User Role:</b> Grantee <b>Organization:</b> FLORENCE <a href="#">Logout</a>	<b>Plans/Projects/Activities</b>	<b>Funding/Drawdown</b>	<b>Grant</b>	<b>Grantee/PJ</b>
You have 36 CDBG activities that have been flagged. <a href="#">Click here</a> to go to the review page.				
<b>Project</b>				
<b>Search Projects</b>				
<b>Search Criteria</b>				
<b>Program Year:</b> All		<b>Program:</b> <input type="text"/>	<b>Project Title:</b> <input type="text"/>	
<b>IDIS Project ID:</b> <input type="text"/>		<b>Grantee/PJ Project ID:</b> <input type="text"/>	<b>Status:</b> Select	
<input type="button" value="Search"/>   <input type="button" value="Reset"/>				
<b>Activity</b> <a href="#">Add</a> <a href="#">Search</a> <a href="#">CDBG Cancellation</a>				
<b>Project</b> <a href="#">Add</a> <a href="#">Search</a> <a href="#">Copy</a>				
<b>Utilities</b> <a href="#">Home</a> <a href="#">Data Downloads</a> <a href="#">Print Page</a> <a href="#">Help</a>				
<b>Links</b> <a href="#">Rules of Behavior</a> <a href="#">RAMPS</a> <a href="#">Support</a> <a href="#">CPD Home</a> <a href="#">HUD Home</a>				

Field	Description
Program Year	To limit the results to a particular year, select it from the dropdown.
IDIS Project ID	To limit the results to a particular project, enter the project's system-assigned ID.  Specifying a PROGRAM YEAR and an IDIS PROJECT ID will uniquely identify a project.
Program	Specify a program to narrow the results to projects where the ESTIMATED AMOUNT for the selected program is greater than zero.
Grantee/PJ Project ID	Limit the results to projects with a GRANTEE/PROJECT ID that contains the text string you enter here.
Project Title	Limit the results to projects with a PROJECT TITLE that contains the text string you enter here.
Status	Search for projects with a particular status by selecting <b>Open</b> or <b>Canceled</b> .



Click the <Search> button to run the search and display the projects that meet the criteria you specified:

### Project

#### Search Projects

**Search Criteria**  
**Program Year:**  
2011 ▾

**Program:**  
CDBG ▾

**Project Title:**

**IDIS Project ID:**

**Grantee/PJ Project ID:**

**Status:**  
Select ▾

|

Results Page 1 of 1

<u>Program Year</u>	<u>IDIS Project ID</u>	<u>Grantee/PJ Project ID</u>	<u>Project Title</u>	<u>Project Owner</u>	<u>Status</u>	<u>Action</u>
2011	1	30-600-0200	Abandoned Houses/Vacant Lot Clearance	FLORENCE, SC	Open	<a href="#">Edit</a>   <a href="#">View</a>
2011	2	30-600-0300	Section 108 Loan Repayment	FLORENCE, SC	Open	<a href="#">Edit</a>   <a href="#">View</a>
2011	3	30-600-0400	Pee Dee CAA Transitional	FLORENCE, SC	Open	<a href="#">Edit</a>   <a href="#">View</a>
2011	4	30-600-0500	Emergency Rehabilitation	FLORENCE, SC	Open	<a href="#">Edit</a>   <a href="#">View</a>
2011	5	30-600-1010	Planning and Administration	FLORENCE, SC	Open	<a href="#">Edit</a>   <a href="#">View</a>

On initial display, the results are sorted by PROGRAM YEAR (descending) and IDIS PROJECT ID (ascending). You can change both the sort field and the sort order by clicking on any column header that is in blue and underlined.

Select the project you want to process by clicking its [Edit](#) or [View](#) link in the last column. Only the [View](#) link will be available for canceled projects and for users not authorized to edit projects.

Depending on the link selected, the Edit Project or View Project screen will be displayed. The two screens are very similar except, of course, that data on the View screen cannot be changed. Only the Edit Project screen is shown here.

## EDIT PROJECT SCREEN

The Edit Project screen is quite similar to the Add Project screen:

**Project**

**Edit Project**

Save | Return To Projects | View History | View Activities | Cancel Project

**\*Indicates Required Field**

**Grantee/PJ Name:**  
FLORENCE

**Program Year:**  
2011

**IDIS Project ID:**  
1

**Status:**  
Open

**\*Project Title:**  
Abandoned Houses/Vacant Lot Clearance

**Grantee/PJ Project ID:**  
30-600-0200

**Description:**  
Demolition of Abandoned Houses and Vacant Lot Clearance

**Allow Another Organization to Set up Activities under this Project:** ⓘ

Select Organization

**Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs):** ⓘ

Select Sponsor Organization

**Estimated Amount (Including Program Income)**

Section 108 Loan amount	\$ 0.00
CDBG	\$ 50006.00
HOME	\$ 0.00
ESG	\$ 0.00
HOPWA	\$ 0.00
CDBG-R	\$ 0.00
HPRP	\$ 0.00
TCAP	\$ 0.00
HESG	\$ 0.00
HOPWA-C	\$ 0.00
<b>Total</b>	50006.00

Save | Return To Projects | View History | View Activities | Cancel Project

The first four fields—GRANTEE/PJ NAME, PROGRAM YEAR, IDIS PROJECT ID, and STATUS—are protected from update. The STATUS of every project that can be edited is Open, meaning that activities may be set up under it.

All of the other fields (described on page 2-3) may be changed.

Click the <Save> button to save your changes or the <Return to Projects> button to exit without saving.

Additional buttons on this screen are:

- <View History>, enabled only if any ESTIMATED AMOUNT has ever been changed. Clicking it displays the Project History screen, which shows what the amount(s) were changed from.
- <View Activities>, which displays a list of the activities set up under a project. There is a link for returning to the Edit Project screen next to the <Reset> button on the activity list page.
- <Cancel Project>, enabled only if there are no activities or only canceled activities set up under the project. Click it to change the project status to Canceled, meaning that activities cannot be set up under it. You will be asked to confirm the cancellation on another screen. A project that has been canceled may be reopened (see page 2-9).

## COPY PROJECTS

Click the Project Copy link on any Plans/Projects/Activities screen to display the Copy Project screen:

**Project**  
**Copy Project**

Copy Projects

**\*Indicates Required Field**

**Search Criteria**  
**Program Year:**

**Program:**

**Project Title:**

**IDIS Project ID:**  
  
(ex: nnnn)

**Grantee/PJ Project ID:**  
  
(ex: x-nnnn-xnnn)

|

**Program Year**  
**\*Copy Project to Program Year:**  
  
(ex: yyyy)

☐ **Copy Project to New Program Year:**  
  
(ex: yyyy)

**Results Page 1 of 17**

<u>Program Year</u>	<u>IDIS Project ID</u>	<u>Grantee/PJ Project ID</u>	<u>Project Title</u>	<b>*Copy</b>
2011	1	30-600-0200	<a href="#">Abandoned Houses/Vacant Lot Clearance</a>	<input type="checkbox"/>
2011	2	30-600-0300	<a href="#">Section 108 Loan Repayment</a>	<input type="checkbox"/>
2011	3	30-600-0400	<a href="#">Pee Dee CAA Transitional</a>	<input type="checkbox"/>
2011	4	30-600-0500	<a href="#">Emergency Rehabilitation</a>	<input type="checkbox"/>
2011	5	30-600-1010	<a href="#">Planning and Administration</a>	<input type="checkbox"/>
2010	1	30-598-0300	<a href="#">Section 108 Loan Repayment</a>	<input type="checkbox"/>
2010	2	30-599-0101	<a href="#">Planning and Administration</a>	<input type="checkbox"/>
2010	3	30-598-0500	<a href="#">Emergency Rehabilitation</a>	<input type="checkbox"/>
2010	4	30-598-0400	<a href="#">Pee Dee CAA Transitional Shelter</a>	<input type="checkbox"/>
2010	5	30-598-0100	<a href="#">Fair Housing Initiative</a>	<input type="checkbox"/>

[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[6](#)
[7](#)
[8](#)
[9](#)
[10](#)
[Next 10 Results](#)

The screen is divided into three sections: Search Criteria, Program Year, and Results.

### Search Criteria

On initial display, all of your projects are listed. You can limit the results (and so reduce the amount of paging you may need to do) by running a search (see page 2-4 for details).

### Program Year

Select the program year the project is to be copied to from the COPY PROJECT TO PROGRAM YEAR dropdown. If the year you want is not listed, leave this field blank and tab to COPY PROJECT TO NEW PROGRAM YEAR. Click the box, then type in the new year.

### Results

Click the box in the Copy column of each project to be copied, then click the <Copy Projects> button at the top/bottom of the page. The Copy Projects page is redisplayed with the copied projects included in the results.

## REOPEN A CANCELED PROJECT

To change the status of a project from Canceled back to Open, choose the View link for the canceled project on the Search Projects screen (see pages 2-4 and 2-5). The View Project screen is displayed:

**Project**

**View Project**

Return To Projects | Reopen Project | View History

**Grantee/PJ Name:**  
FLORENCE

**Program Year:**  
2009

**IDIS Project ID:**  
7

**Status:**  
Canceled

**Project Title:**  
North Pointe Subdivision Improvements

**Grantee/PJ Project ID:**  
30-595-0100

**Description:**  
Infrastructure Improvements

Allow Another Organization to Set up Activities under this Project: (tip)

Assign Sponsor for this Project (only for HOPWA or HOPWA-C programs): (tip)

**Estimated Amount (Including Program Income)**

Section 108 Loan amount	\$0.00
CDBG	\$40,000.00
HOME	\$0.00
ESG	\$0.00
HOPWA	\$0.00
CDBG-R	\$0.00
HPRP	\$0.00
TCAP	\$0.00
HESG	\$0.00
HOPWA-C	\$0.00
<b>Total</b>	<b>\$40,000.00</b>

Return To Projects | Reopen Project | View History

Click the <Reopen Project> button at the top/bottom of the screen. The Search Projects screen is redisplayed showing the project with a STATUS of Open.

To exit without reopening the canceled project, click the <Return to Projects> button.









## Chapter 3

# THE COMMON ACTIVITY SCREENS

CDBG, HOME, ESG, HOPWA, and the Recovery Act programs all use the same screens to add a new activity, access an existing activity for update, copy an activity, and reopen a completed or canceled activity. These common screens are explained in this chapter.

## ACCESSING THE COMMON ACTIVITY FUNCTIONS

Click the Plans/Projects/Activities tab at the top of any page to display the Search Activities screen. On it and all other Plans/Projects/Activities screens, links to the activity functions you are authorized to access are listed on the left:

The screenshot shows the 'Search Activities' screen. On the left, a sidebar contains the following links:

- Activity**
  - Add
  - **Search**
  - Review
  - CDBG Cancellation
- Project**
  - Add
  - Search
  - Copy
- Consolidated Plans**
  - Add
  - Copy

The main content area has a top navigation bar with tabs: **Plans/Projects/Activities**, **Funding/Drawdown**, **Grant**, and **Grantee/PJ**. Below the tabs, an orange banner states: "You have 19 CDBG activities that have been flagged. Click [here](#) to go to the review page." Below the banner, the title "Activity" is displayed. The "Search Activities" section contains the following search criteria:

Search Criteria	
<b>Program:</b> All	<b>IDIS Project ID:</b> <input type="text"/>
<b>Activity Name:</b> <input type="text"/>	<b>IDIS Activity ID:</b> <input type="text"/>
<b>Program Year:</b> Select	<b>Grantee/PJ Activity ID:</b> <input type="text"/>
<b>Status:</b> All	
<b>Activity Owner:</b> CHESTER COUNTY, PA	

At the bottom of the search criteria section are two buttons: **Search** and **Reset**.

The Add link accesses the initial activity setup screen that must be filled in for every activity in IDIS. It is described starting on the next page.

The Search link displays the screen shown above, which is the starting point for processing existing activities. Turn to page 3-5 for details.

The Review link is listed only if the orange banner with a message alerting you that CDBG and/or HOME activities have been flagged is displayed at the top of the screen. It is explained in Chapter 14.

The CDBG Cancellation link lets you track your requests for Field Office approval to cancel CDBG activities with draws. See Chapter 15 for details.

## ADD ACTIVITIES

Click the Activity Add link on any Plans/Projects/Activities tab screen to display the Add Activity screen:

**Activity**  
**Add Activity**

|

**\*Indicates Required Field**

**\*Activity Owner:**

**Grantee/PJ Activity ID:**

**\*Program Year:**

**\*IDIS Project ID/Project Title:**

**\*Activity Name:**

Activity Program	*Activity Category	Ready to Fund	Setup Detail
CDBG	Will this activity use Section 108 loan?* <input type="text" value="No"/> <input type="button" value="Change answer"/> None <input type="text"/>	No	<input type="button" value="Add CDBG"/>
ESG	None <input type="text"/>	No	<input type="button" value="Add ESG"/>
HOME	None <input type="text"/>	No	<input type="button" value="Add HOME"/>
HOPWA	None <input type="text"/>	No	<input type="button" value="Add HOPWA"/>

**\*Environmental Assessment:** (tip)

**Allow Another Organization to Access this Activity:** (tip)

**Activity Description:**

|

The following instructions are for CDBG-funded activities.

Field	Description
Activity Owner	<p>If the name of the grantee who owns the Action Plan project that the activity is to be set up under is not shown in this field, select the correct grantee from the dropdown.</p> <p>If you change the ACTIVITY OWNER, you must also click the &lt;Refresh Project List&gt; button so that the projects of the newly selected ACTIVITY OWNER are displayed.</p>
Program Year	Select the program year under which the activity is to be set up.
IDIS Project ID/Project Title	Select the project under which the activity is to be set up.

Field	Description
Activity Name	<p>Enter a name for the activity.</p> <p>Because this field appears on numerous IDIS reports, do not include any personal information (such as beneficiary name) as part of the ACTIVITY NAME. This error is especially common in the names of housing rehab activities.</p>
Grantee/PJ Activity ID	This field is optional. If you wish to assign your own identifier to an activity, enter it here.
Program	All of the programs for which you have activity setup authority are listed. Only the CDBG entitlements program is covered in this manual.
Activity Category	<p>If the activity you are setting up will be funded with a Section 108 loan, click the &lt;Change Answer&gt; button to set the WILL THIS ACTIVITY USE SECTION 108 LOAN FIELD? to <b>Yes</b>.</p> <p>For CDBG, the activity categories are the matrix codes. The activity category/matrix code is one of the most critical data items you will enter when setting up a CDBG activity. The matrix code, along with the national objective you will specify for the activity, identifies the purpose and eligibility of the assistance being provided. Together, they determine the type of accomplishments you will report.</p> <p>For the accomplishment data you report in IDIS to be accurate and useful, it is <u>very important</u> that you assign the most appropriate and most specific matrix code to each activity. Information to assist you in making the correct selection is provided in:</p> <ul style="list-style-type: none"> <li>• Appendix A – definitions of CDBG matrix codes</li> <li>• Appendix B – definitions of CDBG national objectives</li> <li>• Appendix C – valid matrix code/national objective/accomplishment type combinations</li> </ul> <p>If you are still unsure about which matrix code to assign to an activity after reviewing this material, your CPD Field Office representative can help you.</p>
Ready to Fund	This read-only field is always <b>No</b> on the Add Activity screen.
Setup Detail <Add CDBG> button	Once all required data fields have been input, clicking this button displays the first CDBG setup screen. Note that one required field, ENVIRONMENTAL ASSESSMENT, comes <i>after</i> the <Add CDBG> button.
Environmental Assessment	Select <b>Completed</b> , <b>Exempt</b> , or <b>Underway</b> , as appropriate.
Allow Another Organization to Access this Activity	<p>If you want IDIS users at another organization to be able to access this activity:</p> <ol style="list-style-type: none"> <li>1. Click the &lt;Select Organization&gt; button.</li> <li>2. On the Select Organization page, enter search criteria if you wish or leave the search fields blank.</li> </ol>

Field	Description
	<p>3. Click the &lt;Search&gt; button.</p> <p>4. To select an organization, click first on the radio button next to its name and then on the &lt;Select&gt; button.</p> <p>To return to the Add Activity page without selecting an organization, click the &lt;Cancel&gt; button.</p>
Activity Description	A description of the activity is optional but strongly recommended.

If you are setting up an administrative/planning activity with a matrix code of 19F, 19G, 20, 21\*, 22, or 24A-24C, there are no additional screens to fill in, so just click the <Save> button. The screen is redisplayed in edit mode, and the activity is ready to be funded (see Chapter 5).

Otherwise, click the <Add CDBG> button to display the first CDBG setup screen. The CDBG setup screens are described in Chapter 4.

## EDIT/VIEW ACTIVITIES

To view or update an existing activity (e.g., modify previously entered setup information, add/update CDBG accomplishment data, or change the activity's status), you must first conduct a search to retrieve it.

### SEARCH ACTIVITIES SCREEN

Click the Activity [Search](#) link on any Plans/Projects/Activities tab screen to access the Search Activities screen:

**User ID:** C00063  
**User Role:** Grantee  
**Organization:** BOSTON  
[- Logout](#)

**Plans/Projects/Activities** | **Funding/Drawdown** | **Grant** | **Grantee/PJ**

You have 28 CDBG and 5 HOME activities that have been flagged. Click [here](#) to go to the review page.

**Activity**  
- Add  
- [Search](#)  
- Review  
- CDBG  
- Cancellation

**Project**  
- Add  
- Search  
- Copy

**Utilities**  
- Home  
- Data Downloads

**Search Activities**

**Search Criteria**

**Program:** All

**Activity Name:**

**Program Year:** Select

**IDIS Project ID:**

**IDIS Activity ID:**

**Grantee/PJ Activity ID:**

**Status:** All

**Activity Owner:** BOSTON, MA

|

The purpose of the screen is for you to identify the activity or activities you want to update. To do so, you can:

- Retrieve a specific activity by entering its IDIS Activity ID and clicking the <Search> button.
- Click the <Search> button to retrieve all of your activities.
- Specify criteria to limit the number of activities that will be displayed, as follows:

Search Field	Description
Program	To limit the results to a particular program, select it from the dropdown.
Activity Name	Limit the results to activities with a name containing the text string you input here.
Program Year	To limit the results to activities set up under the projects of a particular PROGRAM YEAR, select it from the dropdown.
IDIS Project ID	Limit the results to activities set up under the project ID you enter here.
IDIS Activity ID	The quickest way to retrieve a particular activity is to enter its IDIS ACTIVITY ID. Since this is the unique identifier for an activity, there is no need to input any other search criteria.
Grantee/PJ Activity ID	Limit the results to activities with a grantee/PJ activity ID containing the text string you input here.

Search Field	Description
Status	To limit the results to activities with a particular status, select <b>Open</b> , <b>Completed</b> , or <b>Canceled</b> .
Activity Owner	Most users will not be able to change this field. Those who can should select the grantee who owns the project that the activity is set up under.

Click the <Search> button to run the search and display the results:

**Activity**  
**Search Activities**

**Search Criteria**

**Program:**  
CDBG

**IDIS Project ID:**

**Status:**  
Open

**Activity Name:**

**IDIS Activity ID:**

**Program Year:**  
2012

**Grantee/PJ Activity ID:**

**Activity Owner:**  
BOSTON, MA

Search | Reset

**Results Page 1 of 26**

<u>Activity Name</u>	<u>Program Year/ Project ID</u>	<u>IDIS Activity ID</u>	<u>Grantee/PJ Activity ID</u>	<u>Status</u>	<u>Activity Owner</u>	<u>Action</u>
40 Arbutus Street	2012/1	17464		Open	BOSTON, MA	<a href="#">Edit</a>   <a href="#">View</a>
80 Trenton Street	2012/1	17462		Open	BOSTON, MA	<a href="#">Edit</a>   <a href="#">View</a>
Exclusive Barbershop	2012/16	17461		Open	BOSTON, MA	<a href="#">Edit</a>   <a href="#">View</a>
The Real Estate Group	2012/16	17460		Open	BOSTON, MA	<a href="#">Edit</a>   <a href="#">View</a>
Katherine Jane Photography (design)	2012/16	17459		Open	BOSTON, MA	<a href="#">Edit</a>   <a href="#">View</a>
Mattapan Main Streets	2012/15	17458		Open	BOSTON, MA	<a href="#">Edit</a>   <a href="#">View</a>
62 Old Morton St. (safety violations)	2012/24	17457		Open	BOSTON, MA	<a href="#">Edit</a>   <a href="#">View</a>
6 Rugby Road	2012/1	17456		Open	BOSTON, MA	<a href="#">Edit</a>   <a href="#">View</a>
1 Kerna Road	2012/1	17455		Open	BOSTON, MA	<a href="#">Edit</a>   <a href="#">View</a>
695 Walk Hill Street	2012/1	17454		Open	BOSTON, MA	<a href="#">Edit</a>   <a href="#">View</a>

1 2 3 4 5 Next 10 Results

On initial display, the results are sorted by IDIS ACTIVITY ID in descending order. You can change both the sort field and the sort order by clicking on any column header that is in blue and underlined.

Select the activity you want to process by clicking its [Edit](#) or [View](#) link in the last column. Only the [View](#) link will be available for completed and canceled activities and for users not authorized to update activities.

Depending on the link selected, the Edit Activity or View Activity screen will be displayed. The two screens are very similar except, of course, that data on the View screen cannot be changed. Only the Edit Activity screen is shown here.

## EDIT ACTIVITY SCREEN

This screen is very similar to the Add Activity screen:

**Activity**  
**Edit Activity**

|

**\*Indicates Required Field**

**Activity Owner:**  
 BOSTON, MA

**Activity Status:**  
 Open

**IDIS Activity ID:**  
 17440

**Completion Date:**  
 [Select Date](#)  
(mm/dd/yyyy)

**\*Program Year:**  
 2012

**Grantee/PJ Activity ID:**

**\*IDIS Project ID/Project Title:**  
 16/Restore (2012)

**Initial Funding Date:**  
 12/13/2012

**\*Activity Name:**  
 Brother's Wine & Spirits II

Program	*Activity Category (tip)	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG	Does this activity use Section 108 loan?* <b>No</b> <a href="#">Change answer</a> 14E - Rehab; Publicly or Privately-Owned Commercial/Industrial	Yes	Yes	<input type="button" value="Edit CDBG"/>	<input type="button" value="Edit CDBG Accomp."/>	<input type="button" value="Check CDBG"/>
ESG	None	No	No	<input type="button" value="Add ESG"/>	<input type="button" value="Add ESG Accomp."/>	
HOME	None	No	No	<input type="button" value="Add HOME"/>	<input type="button" value="Add HOME Accomp."/>	
HOPWA	None	No	No	<input type="button" value="Add HOPWA"/>	<input type="button" value="Add HOPWA Accomp."/>	
HESG	None	No	No	<input type="button" value="Add HESG"/>		
HOPWA-C	None	No	No	<input type="button" value="Add HOPWA-C"/>	<input type="button" value="Add HOPWA-C Accomp."/>	

**\*Environmental Assessment:(tip)**  
 COMPLETED

**Allow Another Organization to Access this Activity (tip)**

**Activity Description:**  
 Facade renovation for a business in a low-mod area.

|

Field	Description
Activity Owner	Same as the Add Activity screen.
IDIS Activity ID	The system-generated identifier for the activity.
Program Year	Same as the Add Activity screen.
IDIS Project ID/Project Title	If you change the PROGRAM YEAR, this field is set back to <b>Select</b> . Choose a project for the newly selected year from the dropdown.
Activity Name	Same as the Add Activity screen.
Activity Status	An activity's status may be <b>Open</b> , <b>Canceled</b> , or <b>Completed</b> . A status of Open is automatically assigned to a new activity.

Field	Description
	<p>An activity for which no draws have been made may be canceled at any time by selecting that status from the dropdown. For instructions on cancelling an activity with draws, see Chapter 15.</p> <p>Guidance on updating the status to Completed is provided on page 3-10.</p>
Completion Date	If you change the status of the activity to Completed or Canceled, enter the completion/cancellation date in this field or leave it blank to default to today's date.
Grantee/PJ Activity ID	Same as the Add Activity screen.
Initial Funding Date	The date this activity was initially funded via the Activity Funding option. It is system-assigned and cannot be changed.
Program	Only the CDBG entitlement program is covered in this manual.
Activity Category	Change the matrix code of the activity if appropriate. When you do, the message "Changing the activity category may result in loss of data. Do you wish to continue?" is displayed. Click <OK> or <Cancel>, as appropriate.
Ready to Fund	<p>If this read-only field is <b>No</b>, then required setup data are missing. It must be provided before the activity can be funded.</p> <p>If it is <b>Yes</b>, then all required setup data have been input and the activity can be funded. You can access the funding screens by clicking the &lt;Activity Funding&gt; button at the lower left of the Activity box.</p>
Funded	This read-only field is <b>No</b> if the activity has not been funded and <b>Yes</b> if it has.
Setup Detail <Add/Edit CDBG>	<p>Click this button to save any changes you have made on this screen and access the CDBG setup screens for the activity.</p> <p>If the button label is &lt;Add CDBG Detail&gt;, then no setup data have been entered. If it is &lt;Edit CDBG Detail&gt;, then some or all setup data have been input and can be updated.</p> <p>The button is inactive for admin/planning activities (matrix codes 19F, 19G, 20, 21*, 22, and 24A-24C), since there are no additional setup screens.</p>
Accomplishment <Add/Edit CDBG>	<p>Click this button to save any changes you have made on this screen and access the CDBG completion screens for the activity.</p> <p>If the button label is &lt;Add CDBG Accomp.&gt; then no accomplishment data have been input. If it is &lt;Edit CDBG Detail&gt;, then some or all accomplishment data have been input and can be updated. The button is inactive if required setup data are missing. That data must be input before the completion screens can be accessed.</p> <p>The button is also inactive for admin/planning activities, for which there are no completion screens.</p>



Field	Description
Completion Check <Check CDBG> button	Before the status of a CDBG-funded activity can be changed to Completed, you must click the <Check CDBG> button to run a completion check. See page 3-10 for details.
Environmental Assessment	Same as the Add Activity screen.
Allow Another Organization to Access this Activity	Same as the Add Activity screen.
Activity Description	Same as the Add Activity screen.

When you have finished updating the data on this screen, click:

- The <Add CDBG> or <Edit CDBG> button to access the CDBG setup screens, which are explained in detail in Chapter 4.
- The <Add CDBG Accomp.> or <Edit CDBG Accomp.> button to access the CDBG accomplishment screens. Turn to Chapter 8 for information about them.
- The <Save> button to save or the <Cancel> button to cancel any changes you made on this screen and redisplay the Search Activities screen.

## UPDATING THE ACTIVITY STATUS TO COMPLETED

As mentioned earlier, the valid values for ACTIVITY STATUS are Open, Completed, and Canceled. IDIS automatically assigns a status of Open to a new activity. It is your responsibility to indicate when an activity has been completed or canceled.

The status of a CDBG activity should be set to Completed once all the funds have been spent, the national objective has been met, and all accomplishments have been reported.

Before changing the status, you should quickly review the setup data for accuracy and currency. Make sure, for example, that all information about the funds leveraged for an activity is complete and up-to-date.

IDIS will not allow the activity status to be updated until you run a "completion check." To do so, go to the Edit Activity screen (see page 3-7). You may need to scroll to the right to bring the Completion Check column into view:

**Activity**  
**Edit Activity**

|

**\*Indicates Required Field**

**Activity Owner:**  
 BRIDGEPORT, CT

**Activity Status:**  
 Open

**IDIS Activity ID:**  
 2205

**Completion Date:**  
 [Select Date](#)  
(mm/dd/yyyy)

**\*Program Year:**  
 2012

**Grantee/PJ Activity ID:**

**\*IDIS Project ID/Project Title:**  
 11/Public Facilities (2012)

**Initial Funding Date:**  
 01/27/2013

**\*Activity Name:**  
 CoB Park Improvement Program

Program	*Activity Category (tip)	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG	Does this activity use Section 108 loan?* No <input type="button" value="Change answer"/> 03F - Parks, Recreational Facilities	Yes	Yes	<input type="button" value="Edit CDBG"/>	<input type="button" value="Edit CDBG Accomp."/>	<input type="button" value="Check CDBG"/>
ESG	None	No	No			
HOME	None	No	No	<input type="button" value="Add HOME"/>	<input type="button" value="Add HOME Accomp."/>	

Click the <Check CDBG> button. Respond to any error messages, rerunning the check as many times as needed to get the message "CDBG activity pathway is complete."

Once the completion check has run successfully, the ACTIVITY STATUS and COMPLETION DATE fields, also on the Edit Activity screen, can be modified. Choose Completed from the ACTIVITY STATUS dropdown. Either provide a date in the COMPLETION DATE field, or leave it blank to default it to today's date. Click <Save> to save the updates and display the View Activity screen.

When the status is successfully updated to Completed, no further updates are permitted. Any undrawn funds that have been committed to the activity through the Activity Funding option are released, and the funded amount is adjusted to equal the drawn amount.

## REOPEN ACTIVITY AND COPY ACTIVITY

To access these functions, choose the [View](#) link for an activity on the Search Activities screen (see pages 3-5 and 3-6).

The <Reopen Activity> button is displayed for completed and canceled activities. The <Copy this Activity> button is displayed for all activities.

**Activity**

**View Activity**

[Return to Previous Page](#) | [Reopen Activity](#) | [Copy this Activity](#)

**Activity Owner:**  
BOSTON, MA

**Activity Status:**  
Canceled

**IDIS Activity ID:**  
17236

**Completion Date:**  
10/30/2012

**Program Year/IDIS Project ID/Project Title:**  
2012/23/Brownfields Environmental Abatement

**Grantee/PJ Activity ID:**

**Activity Name:**  
Jackson Commons (Site Assessment)

**Initial Funding Date:**  
07/30/2012

**Activity**

Program	Activity Category	Ready to Fund	Funded	Setup Detail	Accomplishment
CDBG	Does this activity use Section 108 loan? - No 04A - Cleanup of Contaminated Sites	Yes	No	<a href="#">View CDBG</a>	<a href="#">View CDBG Accomplishment</a>
ESG		No	No		
HOME		No	No		
HOPWA		No	No		
HESG		No	No		
HOPWA-C		No	No		

**Environmental Assessment:**  
COMPLETED

**Allow Another Organization to Access this Activity:**

**Activity Description:**  
Phase II comprehensive site assessment report preparation at city-owned property. Project cancelled.

[View Activity Funding](#)

[Return to Previous Page](#) | [Copy this Activity](#)

Clicking the <Reopen Activity> button displays the activity on the Edit Activity screen with the message "Activity has been reopened successfully." The ACTIVITY STATUS is reset from Completed or Canceled to Open and the COMPLETION DATE is reset to blank.

Clicking the <Copy Activity> button displays the message "Are you sure you want to copy?" Click <OK> to continue. The copied activity is displayed on the Edit Activity screen with the message "Activity copied to new activity with IDIS activity ID nnnnn." To move the copied activity to a different project, change its PROGRAM YEAR and/or IDIS PROJECT ID on the Edit Activity screen.







## **Chapter 4**

# **THE CDBG ACTIVITY SETUP SCREENS**

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This chapter covers the five CDBG-specific activity setup screens. The first two screens are filled in for all CDBG activities. The third, fourth, and fifth screens are for defining the service area of an LMA activity.

To access the setup screens, click the <CDBG> Setup Detail button on the Add/Edit Activity screen (see Chapter 3). The CDBG Setup Detail (Page 1) screen will be displayed.

## CDBG SETUP DETAIL (PAGE 1)

The first activity setup screen is the same for all CDBG activities:

**Activity**

Add CDBG Setup Detail (Page 1)

**14B - Rehab; Multi-Unit Residential**

Save
Save and Continue
Cancel

**\* Indicates Required Field**

<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b>	<b>Program Year/Project ID:</b>
<b>IDIS Activity ID:</b>	<b>Activity Owner:</b>	<b>Project Title:</b>
2367	CARLISLE APARTMENTS REHABILITATION CHESTER COUNTY, PA	2012/3 Home Construction and Community Revitalization

**\*National Objective:**

Select Option
[Lookup Table](#)

**Proposed Accomplishments**

**\*Accomplishment Type**

Select Option
[Lookup Table](#)

<b>*Program Year</b>	<b>*Proposed Count</b>

Add Another Year


**Performance Goal**

**\*Performance Objective:** (tip)

Select Option

**\*Performance Outcome:** (tip)

Select Option

**Address** 

☐ **Confidential** (Suppress on Reports)

<p><b>*Address Line 1:</b></p> <div></div> <p><small>(ex: 1313 Sherman Street)</small></p> <p><b>Address Line 2:</b></p> <div></div> <p><b>Address Line 3:</b></p> <div></div>	<p><b>*City:</b></p> <div></div> <p><b>*State:</b></p> <div> Select Option </div> <p><b>*Zip Code:</b></p> <div> <div></div> + <div></div> </div>
--	---

Validate This Address

Add/Edit Additional Locations



<p><b>Activity Purpose:</b> (Indicate all that apply)</p> <p><b>*Help Prevent Homelessness?</b>  <input type="radio"/> Yes   <input checked="" type="radio"/> No         </p> <p><b>*Help the Homeless?</b>  <input type="radio"/> Yes   <input checked="" type="radio"/> No         </p> <p><b>*Help Those with HIV/AIDS?</b>  <input type="radio"/> Yes   <input checked="" type="radio"/> No         </p> <p><b>*Help Persons with Disabilities?</b>  <input type="radio"/> Yes   <input checked="" type="radio"/> No         </p>	<p><b>Associate to Another Activity</b>  <b>Will accomplishments be reported at another activity?</b> (tip)  <input type="radio"/> Yes   <input checked="" type="radio"/> No         </p> <p><b>IDIS Activity ID:</b>  <input style="width: 100%;" type="text"/> </p>
---	---

<p><b>Organization carrying out activity</b></p>	
<p><b>*Is this activity being carried out by the grantee?</b> (Either directly and/or through contractors)  <input checked="" type="radio"/> Yes   <input type="radio"/> No         </p>	<p><b>Activity is Being Carried Out by the Grantee Through:</b> (tip)  <input type="text" value="Select Option"/> </p>
<p><b>Name of Organization carrying out activity:</b> (tip)  <input style="width: 100%;" type="text" value="Select Organization"/> </p>	<p><b>Organization is Categorized as:</b> (tip)  <input type="text" value="Select Option"/> </p>

<p><b>Target Area</b></p>	
<p><b>Area Type:</b> (tip)  <input type="text" value="Select Option"/> </p>	<p><b>Area Name:</b> (tip)  <input type="text" value="Select Option"/> </p>
<input type="button" value="Add New Area"/>	

<p><b>Special Characteristics</b> (Check all that apply to the location of this activity)</p> <p> <input type="checkbox"/> Presidentially Declared Major Disaster Area  <input type="checkbox"/> Historic Preservation Area  <input type="checkbox"/> Brownfield Redevelopment Area  <input type="checkbox"/> Conversion from Non-Residential to Residential Use         </p>	
---	--

**For Brownfield Activities, Indicate the Number of Acres Remediated:** (tip)

<p><b>Activity Information</b> (Check all that apply)</p> <table style="width: 100%;"> <tr> <td style="width: 50%;"> <input type="checkbox"/> One-for-One Replacement  <input type="checkbox"/> Displacement  <input type="checkbox"/> Favored Activity             </td> <td style="width: 50%;"> <input type="checkbox"/> Special Assessment  <input type="checkbox"/> Revolving Fund  <input type="checkbox"/> Float Funded             </td> </tr> </table>		<input type="checkbox"/> One-for-One Replacement <input type="checkbox"/> Displacement <input type="checkbox"/> Favored Activity	<input type="checkbox"/> Special Assessment <input type="checkbox"/> Revolving Fund <input type="checkbox"/> Float Funded
<input type="checkbox"/> One-for-One Replacement <input type="checkbox"/> Displacement <input type="checkbox"/> Favored Activity	<input type="checkbox"/> Special Assessment <input type="checkbox"/> Revolving Fund <input type="checkbox"/> Float Funded		

<p><b>Float Funds</b> (Only Enter if Float Funded is Checked)</p>	
<p><b>Float Principal Balance:</b> (tip)            \$ <input style="width: 100px;" type="text"/> </p>	<p><b>Date Float Funds to be Received:</b>  <input style="width: 100px;" type="text"/> <a href="#">Select Date</a>  <small>(ex: mm/dd/yyyy)</small> </p>

Save
|
Save and Continue
|
Cancel

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with information from the Add Activity screen.
National Objective	<p>Select the national objective this activity will meet. The dropdown shows only those objectives that are valid with the matrix code you selected on the previous screen. Definitions of the objectives are available on the help screen or in Appendix B.</p> <p>The <a href="#">Lookup Table</a> link at the end of the National Objective field displays a table of the valid matrix code/national objective/accomplishment type combinations (the same table is provided in Appendix C).</p>
Proposed Accomplishments	
Accomplishment Type	Select the type of accomplishment the activity will achieve. The dropdown lists only those types that are valid with the matrix code and national objective you have assigned.
Program Year and Proposed Count	<p>Enter the number of ACCOMPLISHMENT TYPE expected to benefit from this activity for each year for which accomplishments are anticipated. While your estimate should be as accurate as possible, HUD does not look for discrepancies between proposed and actual accomplishments.</p> <p>Note: If accomplishments are to be reported at another activity, leave these two fields blank (they are deleted if the WILL ACCOMPLISHMENTS BE REPORTED AT ANOTHER ACTIVITY field below is changed to "Yes").</p>
Performance Objective	Select the objective that best reflects your intent in setting up this activity. Brief descriptions of the objectives are provided on the help screen.
Performance Outcome	Select the outcome that best reflects the results you hope to achieve with this activity. Brief descriptions of the outcomes are provided on the help screen.
Address	
Confidential (Suppress on Reports)	<p>Check this box if you do not want the activity address to print on IDIS reports.</p> <p>Always suppress addresses for domestic violence shelters. You may also want to suppress addresses of individual or household beneficiaries.</p>
Address Lines 1, 2, 3 City State, Zip	Provide the activity's physical location in these fields. Do not use P.O. boxes and do not enter the address of the organization administering the activity.
<Validate This Address> button	<p>Required. After filling in ADDRESS LINE 1, CITY, and STATE, click this button to verify the input. If the address is:</p> <ul style="list-style-type: none"> <li>Valid, the ZIP CODE will be populated automatically with the correct data.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>Invalid, an error message is displayed. You may either correct and revalidate the address, or check the SKIP VALIDATION FOR NOW box under the ADDRESS LINE 3 field and validate it later. If you check the SKIP VALIDATION box, you have to fill in the ZIP CODE before the screen can be saved.</li> </ul>
<Add/Edit Additional Locations> button	<p>This button is displayed for activities with a matrix code of 12, 14A-14D, 14F-14J, and 16A. It is used to enter multiple addresses for an activity that will be carried out at more than one location—e.g., a citywide rehab activity.</p> <p>Note: If the WILL ACCOMPLISHMENTS BE REPORTED AT ANOTHER ACTIVITY field (see below) is changed to <b>Yes</b>, all addresses that are input here will be deleted.</p>
Activity Purpose Help Prevent Homelessness? Help the Homeless? Help Those with HIV/AIDS? Help Persons with Disabilities?	Select <b>Yes</b> or <b>No</b> for each field, as appropriate.
Associate to Another Activity	
Will accomplishments be reported at another activity?	<p>Change this field to <b>Yes</b> if accomplishments for the activity (usually a service delivery costs activity or an acquisition activity) are reported under another activity.</p> <p>If you change the field to <b>Yes</b>, do not input proposed or actual accomplishment data on this or any other CDBG screen for the activity.</p> <p>Note: If this field is set to <b>Yes</b> for an LMA* activity, Census or survey data must still be input on Activity Setup pages 2 through 5.</p>
IDIS Activity ID	<p>If you answered <b>Yes</b> above, enter the ID of the activity under which the accomplishments will be reported.</p> <p>If there is more than one activity under which accomplishments are reported, enter one of the IDIS Activity IDs in this field and enter the remaining Activity IDs in the accomplishment narrative. The national objective for all of these activities must be the same.</p>
Organization carrying out activity	
Is this activity being carried out by the grantee?	If the activity will be carried out by the grantee with its own staff or through contractors, leave this field set to <b>Yes</b> (the default). If it will be carried out by a subrecipient or other entity, change the answer to <b>No</b> .

Field	Description
If <b>Yes</b>	
Activity is Being Carried Out by the Grantee Through	Indicate if the activity is being carried out by Grantee Employees, Contractors, or Grantee Employees and Contractors.
If <b>No</b>	
Name of Organization Carrying out Activity	<p>Follow these steps:</p> <ol style="list-style-type: none"> <li>1. Click the &lt;Select Organization&gt; button.</li> <li>2. On the Select Organization page, enter search criteria if you wish or leave the search fields blank to display a list of all organizations in your state.</li> <li>3. Click the &lt;Search&gt; button.</li> <li>4. To select an organization, click first on the radio button next to its name and then on the &lt;Select&gt; button. To return to the add activity screen without selecting an organization, click the &lt;Cancel&gt; button.</li> </ol> <p>If the organization carrying out the activity is not listed on the select screen, refer to Appendix D.</p>
Organization is Categorized as	<ul style="list-style-type: none"> <li>• <b>Another Unit of Local Government:</b> Self-explanatory.</li> <li>• <b>Another Public Agency:</b> Examples include a public housing authority or redevelopment authority.</li> <li>• <b>CBDO Only:</b> Community-based development organizations (CBDOs) may receive CDBG funds to carry out neighborhood revitalization, community economic development, or energy conservation activities. See the regulations at 570.204 for details about the criteria an organization must meet to qualify as a CBDO and the types of activities CBDOs may and may not carry out.</li> <li>• <b>Subrecipient Only:</b> A subrecipient is a public or private non-profit agency or organization receiving CDBG funds from a grantee or another CDBG subrecipient to carry out eligible activities. Contractors are not considered to be subrecipients.</li> <li>• <b>CBDO designated as a subrecipient:</b> A CBDO that the grantee has elected to designate as a subrecipient. All of the rules regarding subrecipients apply to that CBDO.</li> </ul>
Target Area	
Area Type	<p>Indicate if the activity is located in one of these special areas:</p> <ul style="list-style-type: none"> <li>• <b>Strategy Area:</b> A Neighborhood Revitalization Strategy Area (NRSA).</li> <li>• <b>CDFI:</b> Community Development Financial Institution area.</li> <li>• <b>Local Target Area:</b> A locally defined and designated target area.</li> </ul>

Field	Description
	<p>For activities with a national objective code of:</p> <ul style="list-style-type: none"> <li>• LMAFI, you must specify CDFI.</li> <li>• LMASA, you must specify Strategy Area.</li> <li>• LMHSP, you must specify CDFI or Strategy Area.</li> </ul> <p><i>It is very important that you identify these areas in IDIS so HUD can demonstrate that CDBG funds are being targeted to neighborhoods in need. See Appendix E for definitions of the three types of special areas.</i></p>
Area Name	When you select an AREA TYPE, you must specify the name of the area in this field. If it is not listed on the dropdown, or if you need to update information about one of the areas that is listed, click the <Add New Area> button. For instructions on completing the add/update area screens, see Appendix F.
Special Characteristics	
Presidentially Declared Major Disaster Area	Check this box if the activity is located in an area declared a disaster under Subchapter IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
Historic Preservation Area	Check this box if the activity is located in an area designated for historic preservation by local, state, or federal officials.
Brownfield Redevelopment Area	<p>Check this box if the activity is located in a brownfield redevelopment area. A brownfield is an abandoned, idled, or underused property where expansion or redevelopment is complicated by real or potential environmental contamination.</p> <p>When this box is checked an entry is required in the FOR BROWNFIELD ACTIVITIES... field below.</p>
Conversion from Non-Residential to Residential Use	Applicable only to housing rehabilitation activities. An example is converting an old warehouse into condominiums.
Colonia	<p>This field is only displayed for grantees in Arizona, California, New Mexico, and Texas.</p> <p>Check this box if the activity assists a rural community or neighborhood that is within 150 miles of the U.S.-Mexican border and that lacks adequate infrastructure and decent, safe, sanitary housing.</p>
For Brownfield Activities Indicate the Number of Acres Remediated	If you checked BROWNFIELD REDEVELOPMENT AREA above, enter the number of acres remediated.
Activity Information	
One for One Replacement	<p>Check this box if the activity will result in the conversion or demolition of housing units that must (under the Uniform Relocation Act) be replaced.</p> <p>When this field is checked, the One-for-One Replacement screen is displayed as part of the CDBG completion path.</p>

Field	Description
Displacement	<p>Applicable only to acquisition, demolition, and rehabilitation activities. Check this box if any household, business, non-profit organization, or farm will be permanently displaced from real property as a direct result of this activity.</p> <p>When this field is checked, the Displacement screen is displayed as part of the CDBG completion path.</p>
Favored Activity	<p>Applicable only if the activity matrix code is 18A or 18B. Check this box if this economic development activity is of national importance and therefore may be excluded from the aggregate public benefit calculation. Refer to 24 CFR 570.209(b)(2).</p>
Special Assessment	<p>Applicable only to public improvement activities. Check this box if a fee or charge will be levied to recapture part or all of the capital costs of a public improvement activity. For additional information, see 570.200(c).</p>
Revolving Fund	<p>Check this box if the activity is funded from a revolving loan account.</p>
Float Funded	<p>Check this box if this type of financing is used.</p> <p>If this box is checked, entries are required in the FLOAT PRINCIPAL BALANCE and DATE FLOAT FUNDS TO BE RECEIVED fields at the bottom of the screen.</p>
Float Funds	
Float Principal Balance	<p>If you checked FLOAT FUNDED above, enter the balance of the principal.</p>
Date Float Funds to be Received	<p>If you checked FLOAT FUNDED above, enter the date you expect repayment to be made.</p>

When you are finished, click the <Save and Continue> button to display the next screen.

## CDBG SETUP DETAIL (PAGE 2)

On this screen, information about funding sources and forms of assistance is collected for all activities. Additional data items are displayed based on the activity's national objective.

The top part of the screen is the same for all activities:

**Activity**  
 Add CDBG Setup Detail (Page 2)  
**14B - Rehab; Multi-Unit Residential**  
 • Success: CDBG Detail Saved

Save | Save and Previous Page | Cancel

\* Indicates Required Field

<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Carlisle Apartments Rehabilitation	<b>Program Year/Project ID:</b> 2012/3
<b>IDIS Activity ID:</b> 2367	<b>Activity Owner:</b> CHESTER COUNTY, PA	<b>Project Title:</b> Home Construction and Community Revitalization

**National Objective:**  
LMH

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with data from the Add Activity screen.
National Objective	The national objective you selected on the previous screen is displayed in this read-only field.

The fields that are displayed next depend on the activity's national objective:

Objective	Fields Displayed
LMA*	<div> <b>Area Benefit Data</b>  <b>Determined By:</b> (tip)  <input checked="" type="radio"/> Census   <input type="radio"/> Survey         </div> <p>Area Benefit Data: Indicate whether CENSUS data or a HUD-approved SURVEY was used to determine the eligibility of the activity.</p>
LMC*	<div> <b>Presumed Benefit:</b> (tip)   <input type="radio"/> Yes   <input checked="" type="radio"/> No   <b>Nature/Location:</b> (tip)   <input type="radio"/> Yes   <input checked="" type="radio"/> No  <b>Nature/Location Narrative</b> (required if Nature/Location is Yes): (tip)         </div> <p>Presumed Benefit: Click <b>Yes</b> if the activity exclusively benefits clientele presumed by HUD to be at least 51% LMI. Presumed benefit clientele groups are limited</p>

Objective	Fields Displayed
	<p>to abused children, battered spouses, elderly persons, adults meeting the Census definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers.</p> <p>Nature/Location: Click <b>Yes</b> if it may be concluded from the nature and location of the activity that the clientele will primarily be LMI. An example of such an activity is a child care center serving a public housing complex.</p> <p>Nature/Location Narrative: If the previous field is <b>Yes</b>, describe how the nature/location of the activity benefits a limited clientele, of whom at least 51% are LMI.</p>
LMH* and some SB*/URG	<div data-bbox="459 630 1274 716"> <div>Multi-Unit Housing:</div> <div> <input checked="" type="radio"/> Yes           <input type="radio"/> No         </div> <div>Includes Rental Housing:</div> <div> <input type="radio"/> Yes           <input checked="" type="radio"/> No         </div> </div> <p>Multi-Unit Housing: Click <b>Yes</b> if the activity involves housing with two or more units per structure.</p> <p>Includes Rental Housing: Change to <b>Yes</b> if appropriate.</p>



The following data fields are displayed for all activities:

HUD Funds	
Source of Funds	Amount
CDBG	\$ <input type="text" value="0.00"/>
Section 108 Loan Guarantee	\$ <input type="text"/>
ESG	\$ <input type="text"/>
HOME	\$ <input type="text"/>
HOPWA	\$ <input type="text"/>

Other Funds	
Source of Funds	Amount
Appalachian Regional Commission	\$ <input type="text"/>
Other Federal Funds	\$ <input type="text"/>
State/Local Funds	\$ <input type="text"/>
Private Funds	\$ <input type="text"/>
Other: <input type="text"/>	\$ <input type="text"/>

Activity Costs (HUD + Other Funds)	
	Amount
Total	\$ <input type="text" value="0.00"/>

**Leveraging Ratio**  
(CDBG + 108 : All Other Funds)

CDBG + 108	All Other Funds
<input type="text" value="0"/>	<input type="text" value="0"/>

**Grant/Loan Assistance**  
Enter the number of grants or loans provided to beneficiaries of this activity (tip)

Grants	<input type="text"/> <small>(tip)</small>
Loans	<input type="text"/> <small>(tip)</small>

Loan(s) provided	Average Interest Rate <small>(tip)</small> (ex: 99.99%)	Average Amortization Period (in Months) <small>(tip)</small>	Total Amount
Amortized Loan	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Deferred Payment Loan	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

Field	Description
HUD Funds	
CDBG	This read-only field is blank on initial setup. It will be populated by the system once CDBG funds are committed to the activity. When the ACTIVITY STATUS is set to Completed, the field shows the total amount of CDBG funds disbursed.
Section 108 Loan Guarantee	Enter the amount of Section 108 loan funds spent on this activity.  Do <u>not</u> input the amount of CDBG funds (which the system will display in the previous field once the activity is funded) in this field.

Field	Description
ESG	Enter the amount of any ESG funds spent on this activity.
HOME	Enter the amount of any HOME funds spent on this activity.
HOPWA	Enter the amount of any HOPWA funds spent on this activity.
Other Funds	
Appalachian Regional Commission	Enter the amount of any Appalachian Regional Commission (ARC) funds leveraged for this activity.  Leveraging amounts should not be entered for the ARC unless they are located in the Appalachian region and the activity is jointly funded with ARC funding. The system will automatically enter the CDBG amounts for each activity.
Other Federal Funds	Enter the amount of any non-CPD federal funds leveraged for this activity.
State/Local Funds	Enter the amount of any state/local funds leveraged for this activity.
Private Funds	Enter the amount of any private funds leveraged for this activity.
Other	Enter the name(s) and the amount of funds leveraged from other sources for this activity.
Activity Costs (HUD + Other Funds) Total	This read-only field displays the total amount of all funds entered.
Leveraging Ratio (CDBG + 108 : All Other Funds)	
CDBG + 108	This field is always <b>1</b> .
All Other Funds	This system-calculated field is equal to the sum of the CDBG and Section 108 amounts divided into all other amounts.
Enter the number of grants or loans provided to beneficiaries of this activity	
Grants	Enter the number of grants provided to beneficiaries of this activity.
Loans	Enter the number of loans provided to beneficiaries of this activity.
Loans Provided	
Amortized Loan Deferred Payment Loan	Enter the AVERAGE INTEREST RATE, the AVERAGE AMORTIZATION PERIOD (in months), and the TOTAL AMOUNT (whole dollars) of the amortized and/or deferred payment loan(s). If the term of the loan is unknown (e.g., the loan is due upon sale or transfer of the property), enter <b>99</b> in AMORTIZATION PERIOD.  If more than one loan was provided, enter the average interest rate, the average amortization period, and the total amount of the loans.

From this point to the bottom of the screen, only fields specific to a national objective are displayed, including:

Objective	Fields Displayed															
LMH* and some SB*/URG	<div><div><div>*Multi-Unit Housing</div><table><thead><tr><th></th><th>Total</th><th>Occupied (tip)</th><th>Occupied Low/Mod (tip)</th><th>Percent Low/Mod</th></tr></thead><tbody><tr><td>Units at Start</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/>%</td></tr><tr><td>Units Expected at Completion</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/>%</td></tr></tbody></table></div></div> <p>Fill in these fields only if you answered <b>Yes</b> to the MULTI-UNIT HOUSING question above.</p> <p>Units at Start Enter the <b>Total</b> number of units, the number that were <b>Occupied</b>, and the number that were <b>Occupied by Low/Mod</b> households at the start of the activity (before CDBG funds were obligated to the activity). <b>Percent Low/Mod</b> is a protected field showing the percentage of units occupied by low/mod households.</p> <p>Units Expected at Completion Enter the number of <b>Total</b>, <b>Occupied</b>, and <b>Occupied Low/Mod</b> units you expect will be available upon completion of the activity.</p>		Total	Occupied (tip)	Occupied Low/Mod (tip)	Percent Low/Mod	Units at Start	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %	Units Expected at Completion	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %
	Total	Occupied (tip)	Occupied Low/Mod (tip)	Percent Low/Mod												
Units at Start	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %												
Units Expected at Completion	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %												
LMH* and SB*/URG, matrix code of 14A-D, 14F-G, or 16A	<div><div><div>Housing Rehabilitation</div><div>(Indicate if this activity is limited to one or more of the following)</div><div><div><input type="checkbox"/> Install Security Devices</div><div><input type="checkbox"/> Install Smoke Detectors</div><div><input type="checkbox"/> Operate a Tool Lending Library</div><div><input type="checkbox"/> Perform Emergency Housing Repairs</div><div><input type="checkbox"/> Provide Supplies and Equipment for Painting Houses</div><div><input type="checkbox"/> Remove Graffiti</div></div></div></div> <p>Fill in these fields <i>only</i> if the rehabilitation of all the housing units reported in the activity is limited to one or more of the items listed. Otherwise, skip over them. Example: If the rehab is limited to installing smoke detectors in an apartment building, check <b>Install Smoke Detectors</b>. If smoke detectors are installed <i>and</i> the building’s roof is replaced, leave it blank.</p>															
SBA	<div><div><div><div>*Slum/Blight Area</div><div><div>% Deteriorated Buildings/Qualified Properties: (tip)</div><div><input type="text"/></div><div>(ex: 99.99)</div></div><div><div>*Slum/Blight Designation Year: (tip)</div><div><input type="text"/></div><div>(ex: yyyy)</div></div><div><div>Public Improvement Type/Condition: (tip)</div><div><input type="text"/></div></div><div><div>Boundaries: (tip)</div><div><input type="text"/></div></div></div></div><p>% Deteriorated Buildings/Qualified Properties Enter the percentage of deteriorated buildings/properties in the area at the time it was designated a slum/blight area. You must provide input in either this field or the next one.</p></div>															

Objective	Fields Displayed																								
	<p><b>Public Improvement Type/Condition</b> If the activity qualifies for CDBG assistance on the basis that public improvements throughout the area are in a general state of deterioration, enter a description of each type of improvement in the area and its condition at the time the area was designated as slum/blight.</p> <p><b>Boundaries</b> Describe the boundaries of the slum/blight area. Do not use this field to document the Census tract/block group data required for an LMA activity. For an SBA activity, the boundaries of the area must be specified.</p> <p><b>Slum/Blight Designation Year</b> Enter the year the area was designated a slum/blight area.</p>																								
LMJ* LMAFI, LMASA, LMCMC	<table border="1"> <thead> <tr> <th>* Job Creation/Retention</th><th colspan="2">Total Job Count</th><th colspan="2">Total Weekly Hours</th><th>Percent</th></tr> <tr> <th></th><th>Full Time (tip)</th><th>Full Time Low/Mod (tip)</th><th>Part Time (tip)</th><th>Part Time Low/Mod (tip)</th><th>Low/Mod Jobs</th></tr> </thead> <tbody> <tr> <td>Expect to Create</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/> %</td></tr> <tr> <td>Expect to Retain</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/> %</td></tr> </tbody> </table> <p><b>Expect to Create</b> Enter the <b>Full-Time</b> jobs, <b>Full-Time Low/Mod</b> jobs, weekly <b>Part-Time</b> job <i>hours</i> (not jobs), and <b>Part-Time Low/Mod</b> job <i>hours</i> that are expected to be created.</p> <p><b>Expect to Retain</b> Enter the <b>Full-Time</b> jobs, <b>Full-Time Low/Mod</b> jobs, weekly <b>Part-Time</b> job <i>hours</i> (not jobs), and <b>Part-Time Low/Mod</b> job <i>hours</i> that are expected to be retained.</p>	* Job Creation/Retention	Total Job Count		Total Weekly Hours		Percent		Full Time (tip)	Full Time Low/Mod (tip)	Part Time (tip)	Part Time Low/Mod (tip)	Low/Mod Jobs	Expect to Create	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %	Expect to Retain	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %
* Job Creation/Retention	Total Job Count		Total Weekly Hours		Percent																				
	Full Time (tip)	Full Time Low/Mod (tip)	Part Time (tip)	Part Time Low/Mod (tip)	Low/Mod Jobs																				
Expect to Create	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %																				
Expect to Retain	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %																				

For all but LMA\* activities, this is the last setup screen. Clicking the <Save> button displays the Edit Activity screen, shown on page 4-23.

For LMA\* activities, click the <Save and Continue> button to display the next setup screen.

## CDBG SETUP DETAIL (PAGE 3)

The data you are asked to provide on this screen depends on how you answered the DETERMINED BY field on the previous screen:

Area Benefit Data
Determined By: (tip)
☒ Census
☐ Survey

If your answer was **Census**, please turn to page 4-17. If it was **Survey**, this screen is shown:

**Activity**
Add CDBG Setup Detail (Page 3)
03F - Parks, Recreational Facilities

- Success: CDBG Detail Saved

Save
Save and Previous Page
Cancel

**\* Indicates Required Field**

<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Park Improvement Program	<b>Program Year/Project ID:</b> 2012/11
<b>IDIS Activity ID:</b> 2205	<b>Activity Owner:</b> BRIDGEPORT, CT	<b>Project Title:</b> Public Facilities

**National Objective:**  
LMA

**\*Area Benefit Data**

County Code	Census Tract	Block Groups										Delete
		01	02	03	04	05	06	07	08	09	10	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Another
Delete

**\*Total # Low/Mod:** (tip)  **% Low/Mod:**

**\*Total Low/Mod Universe Population:** (tip)

Save
Save and Previous Page
Cancel

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
National Objective	A read-only field showing the objective input for the activity on the first CDBG setup screen.
County Code	Enter the FIPS county code for the area being assisted (see <a href="http://www.itl.nist.gov/fipspubs/co-codes/states.htm">http://www.itl.nist.gov/fipspubs/co-codes/states.htm</a> ).
Census Tract	Identify the Census tract contained in the service area. The required format for Census tracts is "nnnn.nn" (e.g., input Census tract 7 as "0007.00").

Field	Description
Block Groups	If the service area includes the entire Census tract, leave these fields blank. Otherwise, check each block group covered by the service area.
<Add Another> button	Click to add another COUNTY CODE/CENSUS TRACT.
<Delete> button	Check the box in the Delete column of the row(s) you want to delete, then click the <Delete> button.
Total # Low/Mod	Enter the number of survey respondents who are LMI.
Total Low/Mod Universe Population	Enter the total number of survey respondents. This must be greater than or equal to TOTAL # LOW/MOD.
% Low/Mod	<p>This read-only field shows the percentage of low/mod persons in the service area. It is equal to (TOTAL # LOW/MOD divided by TOTAL LOW/MOD UNIVERSE POPULATION) times 100.</p> <p>This percentage must be at least 51% (for all but exception grantees) before the activity can be funded.</p>

For LMA\* activities using survey data to determine activity eligibility, this is the last setup screen. Clicking the <Save> button displays the Edit Activity screen, shown on page 4-23.

When Census data are used for an LMA\* activity, the Page 3 setup screen looks like this:

**Activity**

Add CDBG Setup Detail (Page 3)

**03F - Parks, Recreational Facilities**

• Success: CDBG Detail Saved

Save | Save and Previous Page | Save Page | Cancel

\* Indicates Required Field

<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Park Improvement Program	<b>Program Year/Project ID:</b> 2012/11
<b>IDIS Activity ID:</b> 2205	<b>Activity Owner:</b> BRIDGEPORT, CT	<b>Project Title:</b> Public Facilities

**National Objective:**  
LMA

☐ Service Area is City or County-wide

\*Area Benefit Data

County Code	Add/Edit Census Tracts	Delete
Select Option ▾		
Add Another		

<b>Total Number Low/Mod:</b> (tip)	<b>% Low/Mod:</b>
<b>Total Low/Mod Universe Population:</b> (tip)	<b>LMISD Date:</b> (tip)
<b>Data Used for Calculations:</b> (tip) Capped	<b>Ready to Fund:</b> No

Calculate % Low/Mod

Save | Save and Previous Page | Save Page | Cancel

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with information from the Add Activity screen.
National Objective	A read-only field showing the objective input for the activity on the first CDBG setup screen.
Service Area is City or County-Wide	Check if appropriate. A service area is citywide or countywide only if all city or county residents have access to or will be affected by improvements.
County Code	Select the FIPS code for the correct county from the dropdown (see <a href="http://www.itl.nist.gov/fipspubs/co-codes/states.htm">http://www.itl.nist.gov/fipspubs/co-codes/states.htm</a> ).

The remaining fields are calculated by the system once Census tract and block group data have been entered and saved on the next two setup screens.

After selecting a COUNTY CODE, click the <Save Page> button. You can now add or edit the Census tracts in the service area:

*Area Benefit Data	Add/Edit Census Tracts	Delete
County Code		
001	<input type="radio"/>	<input type="checkbox"/>
<input type="button" value="Add Another"/>	<input type="button" value="Add/Edit Census Tract"/>	

Click the radio button and then click the <Add/Edit Census Tract> button below it to display the fourth setup page.



## CDBG SETUP DETAIL (PAGE 4)

On this screen, you will identify the Census tracts contained in the service area.

**Activity**

Add CDBG Setup Detail (Page 4)

**03F - Parks, Recreational Facilities**

• Success: CDBG Detail Saved

Save and Return to Previous Page | Cancel

**\* Indicates Required Field**

<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Park Improvement Program	<b>Program Year/Project ID:</b> 2012/11
<b>IDIS Activity ID:</b> 2205	<b>Activity Owner:</b> BRIDGEPORT, CT	<b>Project Title:</b> Public Facilities

**National Objective:**  
LMA

**County Code:**  
001

**\* Census Tract**

☐ Select All Census Tracts and Block Groups for this County

**Available Census Tract(s):**

- 0701.00
- 0702.00
- 0703.00
- 0704.00
- 0705.00
- 0706.00
- 0709.00
- 0710.00
- 0711.00
- 0712.00

**Selected Census Tract(s):**

Select >>

Select All >>

<< Remove

<< Remove All

Select Block Groups

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
National Objective	A read-only field showing the objective input for the activity on the first CDBG setup screen.
County Code	A read-only field showing the county selected on the previous screen.
Select All Census Tracts and Block Groups for this County	If the service area is county-wide, check this box and click the <Save and Return to Previous Page> button.
Available Census Tract(s)	<p>To identify a Census tract as being in the service area, first click on it and then on the &lt;Select&gt; button. It will be added to the Selected Census Tract(s) list. Select as many Census tracts as necessary.</p> <p>To select all of the Census tracts listed, click the &lt;Select All&gt; button.</p>

Field	Description
Selected Census Tract(s)	<p>This dropdown lists the Census tracts you have selected. To remove a Census tract from the list, first click on it and then click the &lt;Remove&gt; button.</p> <p>To remove all of the selected Census tracts, click the &lt;Remove All&gt; button.</p>

When you are finished, click the <Select Block Groups> button at the bottom of the Selected Census Tracts list to display the final setup screen.

## CDBG SETUP DETAIL (PAGE 5)

On this screen, you will identify the block groups in each Census tract covered by the service area.

**Activity**

Add CDBG Setup Detail (Page 5)

**03F - Parks, Recreational Facilities**

- Success: CDBG Detail Saved

Save and Return to Previous Page | Cancel

**\* Indicates Required Field**

<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Park Improvement Program	<b>Program Year/Project ID:</b> 2012/11
<b>IDIS Activity ID:</b> 2205	<b>Activity Owner:</b> BRIDGEPORT, CT	<b>Project Title:</b> Public Facilities

**National Objective:**  
LMA

**County Code:**  
001

**\*Block Groups**

Census Tract	Block Groups										
	All	01	02	03	04	05	06	07	08	09	10
0735.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0736.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0737.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0738.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save and Return to Previous Page | Cancel

If an entire Census tract is included in the service area, check the **All** box in the first column. Otherwise, click each block group in the service area.

When you are finished, click the <Save and Return to Previous Page> button on this screen and again on the Page 4 screen to return to Page 3.

When Page 3 is displayed, click the <Calculate % Low/Mod> button near the bottom of the screen:

<b>Total Number Low/Mod:</b> (tip)	<b>% Low/Mod:</b>
<b>Total Low/Mod Universe Population:</b> (tip)	<b>LMISD Date:</b> (tip) 03/01/2012
<b>Data Used for Calculations:</b> (tip) Capped	<b>Ready to Fund:</b> No
<div style="border: 2px solid blue; padding: 5px; display: inline-block;">Calculate % Low/Mod</div>	
Save   Save and Previous Page   Save Page   Cancel	

Using the Census tract and block group data you entered, the system now populates all of the fields on the lower third of the screen:

<b>Total Number Low/Mod:</b> (tip) 10068	<b>% Low/Mod:</b> 80.6
<b>Total Low/Mod Universe Population:</b> (tip) 12490	<b>LMISD Date:</b> (tip) 03/01/2012
<b>Data Used for Calculations:</b> (tip) Capped	<b>Ready to Fund:</b> Yes
<input type="button" value="Calculate % Low/Mod"/>	
<input type="button" value="Save"/>   <input type="button" value="Save and Previous Page"/>   <input type="button" value="Save Page"/>   <input type="button" value="Cancel"/>	

All of these fields are read-only.

Field	Description
Total Number Low/Mod	The total number of LMI persons in the service area.
Total Low/Mod Universe Population	The number of persons in the service area with the potential of being deemed low/mod.
Data Used for Calculations	<p>For most users, this will be <b>Capped</b>.</p> <p>The calculations are based on HUD's Low/Mod Income Summary Data (LMISD). It is prepared using Section 8 income limits, which are calculated using fair market rent area definitions. The income limits are based on HUD estimates of median family income, with adjustments for areas that have unusually high or low income-to-housing cost ratios. Based on this, the Section 8 income limits are considered "capped."</p> <p>A 1998 legislative change allowed HUD to grant an exception from the cap on low/mod income levels to 10 jurisdictions (metropolitan areas). Entitlement grantees in these 10 jurisdictions may elect to use either the capped or "uncapped" LMISD to calculate the percentage of low/mod persons in the service area.</p>
% Low/Mod	The percentage of low/mod persons in the service area. It is equal to (TOTAL NUMBER LOW/MOD divided by TOTAL LOW/MOD UNIVERSE POPULATION) times 100.
LMISD Date	The effective date of the low/mod income summary data (LMISD) used to populate the TOTAL NUMBER LOW/MOD and TOTAL LOW/MOD UNIVERSE POPULATION fields.
Ready to Fund	<p>This field will be <b>No</b> until the % Low/MOD field is a minimum of 51% (the minimum will be different for exception grantees).</p> <p>Once % Low/MOD is greater than 51%, READY TO FUND is changed to <b>Yes</b> and the activity can be funded with CDBG money using the funding function.</p>

When you are finished, click the <Save> button to display the Edit Activity screen:

**Activity**

**Edit Activity**

• Success: CDBG Detail Saved

[Save](#) | [Cancel](#)

**\*Indicates Required Field**

**Activity Owner:**  
BRIDGEPORT, CT

**IDIS Activity ID:**  
2205

**\*Program Year:**  
2012

**\*IDIS Project ID/Project Title:**  
11/Public Facilities (2012)

**\*Activity Name:**  
CoB Park Improvement Program

**Activity Status:**  
Open

**Completion Date:**  
(mm/dd/yyyy) [Select Date](#)

**Grantee/PJ Activity ID:**

**Initial Funding Date:**

Program	*Activity Category (tip)	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG	Does this activity use Section 108 loan?* No <a href="#">Change answer</a> 03F - Parks, Recreational Facilities	Yes	No	<a href="#">Edit CDBG</a>	<a href="#">Edit CDBG Accomp.</a>	<a href="#">Check CDBG</a>
ESG	None	No	No			
HOME	None	No	No	<a href="#">Add HOME</a>	<a href="#">Add HOME Accomp.</a>	
HOPWA	None	No	No			
CDBG-R	None	No	No	<a href="#">Add CDBG-R</a>	<a href="#">Add CDBG-R Accomp.</a>	
HPRP	None	No	No			
TCAP	None	No	No	<a href="#">Add TCAP</a>	<a href="#">Add TCAP Accomp.</a>	
HESG	None	No	No		Grantees will enter Accomp data into e-SNAPS	
HOPWA-	None	No	No			

[Activity Funding](#)

This screen is discussed in detail on page 3-7. For now, look at the READY TO FUND field in the Activity box. If it is **No**, then required setup information is missing. It must be input before the activity can be funded. If it is **Yes**, then all required setup information has been input and you can proceed to the funding step. Clicking the <Activity Funding> button at the lower left of the Activity box accesses the funding option, the subject of the next chapter.









## Chapter 5

# ACTIVITY FUNDING

Once you complete the setup screens for an activity, it is ready to be funded. The purpose of funding is to specify the amounts and the types of funds to be used for the activity. The money must be committed to an activity before it can be drawn down.

## ACCESSING THE ACTIVITY FUNDING FUNCTIONS

To access the funding screens, you can click the Funding/Drawdown tab at the top of any page, click the Activity Funding [Search](#) link at the left on any Funding/Drawdown page, or click the <Activity Funding> button on the Edit Activity page. Coming from the Edit Activity page displays the Edit Activity Funding screen shown on page 5-4. Otherwise, the Search for Activities to Fund screen is displayed first.

## SEARCH FOR ACTIVITIES TO FUND SCREEN

To fund an activity, you must first conduct a search to retrieve it:

User ID: C00063  
User Role: Grantee  
Organization: BALTIMORE  
- [Logout](#)

**Activity Funding**  
- [Search](#)

**Drawdown**  
- [Create Voucher](#)  
- [Create Receivable](#)  
- [Search Voucher](#)  
- [Approve Voucher](#)

**Receipt**  
- [Add](#)  
- [Search](#)  
- [Search Accounts](#)

**Section 108 Loan**  
- [Search](#)

**Plans/Projects/Activities** **Funding/Drawdown** **Grant** **Grantee/PJ**

You have 121 CDBG and 1 HOME activities that have been flagged. Click [here](#) to go to the review page.

**Activity Funding**

**Search for Activities to Fund**

**Search Criteria**

**Program:** All

**Activity Name:**

**Program Year:** All

**IDIS Project ID:**

**IDIS Activity ID:**

**Grantee/PJ Activity ID:**

**Activity Status:** Select

**\*Activity Owner:** BALTIMORE, MD

[Search](#) | [Reset](#)

To conduct a search, you can:

- Retrieve a specific activity by entering its IDIS ACTIVITY ID and clicking the <Search> button.
- Click the <Search> button to retrieve all of your activities.
- Specify criteria to limit the number of activities that will be displayed, as follows:

Search Field	Description
Program	To limit the results to a particular program, select it from the dropdown.
Activity Name	Limit the results to activities with a name containing the text string you input here.

Search Field	Description
Program Year	To limit the results to activities set up under the projects of a particular PROGRAM YEAR, select that year from the dropdown.
IDIS Project ID	To limit the results to activities set up under a particular project, enter that project ID.
IDIS Activity ID	The quickest way to retrieve a particular activity is to enter its IDIS ACTIVITY ID. Since this uniquely identifies an activity, there is no need to input any other search criteria.
Grantee/PJ Activity ID	Limit the results to activities with a grantee/PJ activity ID containing the text string you input here.
Activity Status	To limit the results to activities with a particular status, select <b>Open</b> , <b>Completed</b> , or <b>Canceled</b> .
Activity Owner	Most users will not be able to change this field. Those who can should select the grantee who owns the project under which the activity to be funded has been set up.

Click the <Search> button to run the search and redisplay the screen with the search results.

### Activity Funding

#### Search for Activities to Fund

**Search Criteria**  
**Program:**  
CDBG

**IDIS Project ID:**

**Activity Status:**  
Select

**Activity Name:**

**IDIS Activity ID:**

**\*Activity Owner:**  
BALTIMORE, MD

**Program Year:**  
2012

**Grantee/PJ Activity ID:**

Search
Reset

**Results Page 1 of 15**

<u>Activity Name</u>	<u>Program Year/ IDIS Project ID</u>	<u>IDIS Activity ID</u>	<u>Grantee/PJ Activity ID</u>	<u>Activity Status</u>	<u>Activity Owner</u>	<u>Action</u>
Section 108 Loan	2012/68	7414		Open	BALTIMORE, MD	<a href="#">Add-Edit</a>
Annapolis	2012/151	7411		Open	BALTIMORE, MD	<a href="#">Add-Edit</a>
Women's Housing Coalition	2012/148	7370		Open	BALTIMORE, MD	<a href="#">Add-Edit</a>
YWCA Of Baltimore	2012/147	7369		Open	BALTIMORE, MD	<a href="#">Add-Edit</a>
Wyman Park Tutorial Program	2012/146	7368		Open	BALTIMORE, MD	<a href="#">Add-Edit</a>
Women Entrepreneurs of Baltimore	2012/145	7367		Open	BALTIMORE, MD	<a href="#">Add-Edit</a>
Upton Planning Committee/Capacity Building	2012/144	7366		Open	BALTIMORE, MD	<a href="#">Add-Edit</a>
Upton Planning Committee/General Admin.	2012/143	7365		Open	BALTIMORE, MD	<a href="#">Add-Edit</a>
Upton Planning Committee/Public Information	2012/143	7364		Open	BALTIMORE, MD	<a href="#">Add-Edit</a>
The Village Learning Place/Youth Services	2012/142	7363		Open	BALTIMORE, MD	<a href="#">Add-Edit</a>

1
2
3
4
5
Next 10 Results

On initial display, the results are sorted by IDIS ACTIVITY ID in descending order. You can change both the sort field and the sort order by clicking on any column header that is in blue and underlined.

To select an activity for further processing, click the [Add-Edit](#) or [View](#) link in the last column. If you select:

- **Add-Edit**, the Edit Activity Funding screen will be displayed.
- **View**, the View Activity Funding screen will be displayed. This will always be the ACTION for activities with a status of Completed or Canceled and for users who are not authorized to fund activities.

For activities with a status of Open, the ACTION column will show **Not Ready to Fund** if required setup data are missing. The missing data must be provided before the funding screens can be accessed.

The Edit and View screens are very similar except, of course, that data on the View screens cannot be changed. Only the Edit screens are shown in this chapter.

## EDIT ACTIVITY FUNDING SCREEN

On this screen, you will select the type(s) of funds to be used for the activity:

**Activity Funding**  
 Edit Activity Funding

[Return to Search for Activities to Fund](#)

**\*Indicates Required Field**

**Activity Owner:**  
BALTIMORE, MD

**Program Year/Project:**  
2012/141

**IDIS Activity ID:**  
7362

**Total Funded:**  
\$20,000.00

**Activity Name:**  
The Development Corp. - Housing Counseling

**Total Drawn:**  
\$0.00

**Funding Sources**

**Recipient Name:**  
All Recipients

**Program:**  
All Programs

**Fund Type:**  
All Fund Types

[Filter](#) | [Reset](#)

**Available Funds**

Recipient Name	Program	Fund Type	Source Name	Source Type	Available for Funding	Funded Amount	Drawn Amount	Action
BALTIMORE, MD	CDBG	EN	HUD	MC	\$2,369,851.63	\$20,000.00	\$0.00	<a href="#">Add-Edit</a>   <a href="#">View</a>
BALTIMORE, MD	CDBG	PI	HUD	MC	\$92,176.26	\$0.00	\$0.00	<a href="#">Add-Edit</a>   <a href="#">View</a>
BALTIMORE, MD	CDBG	RE	HUD	MC	\$0.00	\$0.00	\$0.00	<a href="#">View</a>
BALTIMORE, MD	CDBG	RL	HUD	MC	\$18,232.59	\$0.00	\$0.00	<a href="#">Add-Edit</a>   <a href="#">View</a>

[Return to Search for Activities to Fund](#)

**A note about PI:** PI does not have to be explicitly funded before it can be drawn. When a draw is made for an activity, the system will automatically present the option of drawing available PI in place of EN, whether or not the activity had been funded with PI. The amount of unfunded PI that can be drawn for an activity will never exceed the activity's EN funded amount.

When unfunded PI is drawn in lieu of PI for an activity, EN funding is reduced and PI funding is increased by the amount of PI drawn.

Remember that CDBG regulations require you to spend available PI before drawing down EN.

Field	Description
Activity Owner <i>through</i> Program Year/Project	These read-only fields identify the activity you are processing.
Total Funded	The total amount of funds from all sources committed to this activity to date.
Total Drawn	The total amount of funds from all sources drawn for this activity to date, plus pending draws.
Funding Sources Recipient Name Program Fund Type	On initial display of this screen, all available funding sources are listed. Use these fields to filter the list of Available Funds by recipient name, program, and/or fund type (see below for field definitions).

Field	Description
<Filter> button	Click to filter the list of Available Funds by the criteria you have selected.
<Reset> button	Click to reset the filter fields to their defaults.
Available Funds	
Recipient Name	The name of the grantee or subgrantee.
Program	The CPD program that provided the grant.
Fund Type	<p>For CDBG entitlements, the fund types are:</p> <p><b>EN</b> Entitlement  <b>AD</b> Administration Subfund  <b>PI</b> Program Income  <b>RL</b> Revolving Loan Fund  <b>SL</b> Section 108 Loan  <b>SU</b> Subgrant Subfund</p> <p>The AD and SU fund types are available only if you have used the Subfund function to create Administration and Subgrant subfunds from your CDBG grant.</p> <p>PI and RL are available if you have receipted those types of funds using the Receipts function.</p> <p>SL is available for activities where the WILL THIS ACTIVITY USE SECTION 108 LOAN field on the Add/Edit Activity screen is <b>Yes</b> (see page 3-3), provided information about the Section 108 loan(s) has been input by HUD HQ staff.</p>
Source Name	For entitlement grantees, <b>HUD</b> ; for subgrantees, the organization that provided the subgrant.
Source Type	For entitlement CDBG, <b>MC</b> or <b>UC</b> (the fourth and fifth characters of the CDBG grant number).
Available for Funding	The amount of this fund type that is available to commit to activities.
Funded Amount	The amount of this fund type that has already been committed to this activity.
Drawn Amount	The amount of this fund type that has already been drawn down for this activity.

To select a funding source, click its ACTION in the last column. If the ACTION is:

- **Add-Edit**, the Add-Edit Activity Line Item screen is displayed.
- **View**, the View Activity Line Item screen is displayed. View will be the only available ACTION for canceled and completed activities and for users who are not authorized to fund activities.

The edit and view screens are very similar except, of course, that data cannot be changed on the view screen. Instructions for the Add-Edit Line Item screen follow.

## ADD-EDIT FUNDING LINE ITEM SCREEN

The amount of money to be committed to the activity from the selected funding source is input on this screen:

**Activity Funding**  
**Add-Edit Funding Line Item**

[Return to Add-Edit Funding](#)

**Activity Owner:**  
BALTIMORE, MD

**Program Year/Project:**  
2012/141

**IDIS Activity ID:**  
7362

**Total Funded:**  
\$0.00

**Activity Name:**  
The Development Corp. - Housing Counseling

**Total Drawn:**  
\$0.00

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Drawn Amount	Funded Amount
CDBG	EN	HUD	MC	BALTIMORE, MD	\$2,387,851.63	\$0.00	\$0.00

**Current Funding for This Source**

Grant Year (tip)	Funded Amount	Drawn Amount
	\$	\$0.00

[Add Grant Year](#) | [Save](#) | [Cancel](#)

[Return to Add-Edit Funding](#)

The input fields are GRANT YEAR and FUNDED AMOUNT. All of the other fields show information from the previous screen in a slightly different format and order.

Field	Description
Activity Owner <i>through</i> Total Drawn	Same as the Edit Activity Funding screen (see page 5-4 for field definitions).
Funding Source fields	Same as the AVAILABLE FUNDS fields on the Edit Activity screen but in a slightly different order (see previous page).
Current Funding for This Source	
Grant Year	Optional. This field has no correlation with grant year or program year. It is there solely to allow you to associate a year of your choosing with this funding.
Funded Amount	Enter or update the funding amount in dollars and cents, with or without commas. If you omit the cents, the system will append ".00".
Drawn Amount	The amount of this fund type that has been drawn to date for this activity is shown (again) in this read-only field.

Click the Save button to save your input or the Cancel button to reset the GRANT YEAR and/or FUNDED AMOUNT fields to their previous values.

When you click <Save>, three fields in addition to the ones you input are updated. The TOTAL FUNDED and FUNDED AMOUNT fields are increased and AVAILABLE FOR FUNDING is reduced by the amount of the change in funding you just made:

**Activity Funding**

**Add-Edit Funding Line Item**

- Activity funded successfully.

[Return to Add-Edit Funding](#)

---

**Activity Owner:**  
BALTIMORE, MD

**IDIS Activity ID:**  
7362

**Activity Name:**  
The Development Corp. - Housing Counseling

**Program Year/Project:**  
2012/141

**Total Funded:**  
\$20,000.00

**Total Drawn:**  
\$0.00

Program	Fund Type	Source Name	Source Type	Recipient Name	Available for Funding	Drawn Amount	Funded Amount
CDBG	EN	HUD	MC	BALTIMORE, MD	\$2,367,851.63	\$0.00	\$20,000.00

**Current Funding for This Source**

Grant Year (tip)	Funded Amount	Drawn Amount
2012	\$ 20,000.00	\$0.00

[Add Grant Year](#) | [Save](#) | [Cancel](#)

[Return to Add-Edit Funding](#)

When you are finished, click the <Return to Add-Edit Activity Funding> button. From there, you can select another funding source for the current activity or click the <Return to Search for Activities to Fund> button to choose a different activity to fund.

Funds that have been committed to an activity are ready to be drawn down. That process is explained in the next chapter.









## Chapter 6

# DRAWDOWNS

Drawdowns may be made for an activity after it has been funded. The total amount drawn down cannot exceed the funded amount.

When working with drawdowns, keep in mind that program income (PI and RL) deposited in your local account is to be spent before additional CDBG grant funds are drawn down from the Treasury. See Chapter 7 for instructions on recording the receipt of program income in IDIS.

## ACCESSING THE DRAWDOWN FUNCTIONS

Click the Funding/Drawdown tab at the top of the page you are on to display the Search for Activities to Fund screen. On it and all other Funding/Drawdown screens, links to the draw functions you are authorized to access are listed on the left:

**User ID:** C00063  
**User Role:** Grantee  
**Organization:** BALTIMORE  
[- Logout](#)

**Plans/Projects/Activities** | **Funding/Drawdown** | **Grant** | **Grantee/PJ**

You have 124 CDBG and 1 HOME activities that have been flagged. Click [here](#) to go to the review page.

### Activity Funding

**Search for Activities to Fund**

**Search Criteria**

**Program:** All ▾

**Activity Name:**

**Program Year:** All ▾

**IDIS Project ID:**

**IDIS Activity ID:**

**Grantee/PJ Activity ID:**

**Activity Status:** Select ▾

**\*Activity Owner:** BALTIMORE, MD ▾

|

**Drawdown**  
[- Create Voucher](#)  
[- Create Receivable](#)  
[- Search Voucher](#)  
[- Approve Voucher](#)

**Receipt**  
[- Add](#)  
[- Search](#)  
[- Search Accounts](#)

**Section 108 Loan**  
[- Search](#)

**Utilities**  
[- Home](#)  
[- Data Downloads](#)  
[- Print Page](#)  
[- Help](#)

The four draw functions—Create Voucher, Create Receivable, Search Voucher, and Approve Voucher—are discussed below.

## CREATE DRAWDOWN VOUCHERS

To create a draw for one or more activities, click the Drawdown [Create Voucher](#) link to display the first of four screens.

### CREATE VOUCHER - PAGE 1 OF 4 (SELECT ACTIVITIES)

On this screen you will specify the activities you are drawing funds for and, optionally, the date you want the voucher to be submitted to LOCCS.

**Drawdown**  
**Create Voucher - Page 1 of 4 (Select Activities)**

Continue

**\* Indicates Required Field**

**\*Voucher Created For:** (tip)  
BALTIMORE, MD

**Requested LOCCS Submission Date:** (tip)  
 Select Date (mm/dd/yyyy)

**Activity Owner:** (tip)  
BALTIMORE, MD

**\*IDIS Activity ID**


Search for Activities | Reset

Continue

Field	Description
Voucher Created For	If the draw is to be made from a subgrant, select the organization that received the subgrant.
Activity Owner	If the name showing in this field is not the grantee who owns the activities that funds are being drawn for, select the correct organization from the dropdown.
Requested LOCCS Submission Date	<p>If you want this voucher to be submitted to LOCCS at a future date, enter that date here.</p> <p>If you leave the field blank, the request will be submitted to LOCCS the same day it is approved (unless the approver changes the submission date for one or more line items).</p>
IDIS Activity ID	<p>To identify the activities for which funds are to be drawn, you may either:</p> <ul style="list-style-type: none"> <li>Input the IDIS ACTIVITY ID(s) manually.</li> <li>Click the &lt;Search for Activities&gt; button, run a search, and select the activity or activities from the search results. To select an activity, click its Select box in the last column of the results table. Up to 60 activities may be selected. When you have selected all the activities you want, click the &lt;Add Selected Activities&gt; button.</li> </ul>

Once you have specified all the activity IDs for which funds are to be drawn, click the <CONTINUE> button at the top/bottom of the screen. If at least one valid activity ID has been entered, the second create voucher screen is displayed.

## CREATE VOUCHER - PAGE 2 OF 4 (DRAWDOWN AMOUNTS)

Page 2 is displayed for each valid activity input on the previous screen. On this page, you will enter the amount to be drawn down for an activity from each available funding source. The screen print below shows an example of unfunded PI being made available to draw for an activity funded with EN:

**Drawdown**

**Create Voucher - Page 2 of 4 (Drawdown Amounts)**

|  |

**Activity 2 of 3**  
**IDIS Activity ID:**  
7362  
**Voucher Created For:**  
BALTIMORE, MD  
**Activity Owner:**  
BALTIMORE, MD

**Activity Name:**  
The Development Corp. - Housing Counseling  
**Grantee/PJ Activity ID:**

**Available Drawdown Amounts for This Activity**

Recipient Name	Program	Fund Type	Source Name	Source Type	Prior Year	Funded Amount	Available to Draw	Drawdown Amount
BALTIMORE, MD	CDBG	EN	HUD	MC	N	\$20,000.00	\$20,000.00	\$ 0
BALTIMORE, MD	CDBG	PI	HUD	MC	N	\$20,000.00 (temporarily adjusted from \$0.00)	\$20,000.00	\$

|

**Progress by Activity ID**  
Entered:  
Not Entered: 7362 (#2), 7396 (#3)  
Invalid: 7414 (#1)

|  |

DRAWDOWN AMOUNT is the only input field on this screen. Enter amounts as dollars and cents, with or without commas. If you input a whole dollar amount, IDIS will append '.00'.

Field	Description
IDIS Activity ID	On initial display, the first valid activity ID that was input on the previous screen.  For multi-activity draws, invalid IDs are tracked in the "Progress by Activity ID" box at the bottom of the screen.
Voucher Created For	The organization for which the draw is being made.
Activity Owner	The entitlement grantee.
Activity Name	The name of the activity for which the draw is being made.
Grantee/PJ Activity ID	The grantee's identifier for this activity.
Available Drawdown Amounts for This Activity	
Recipient Name	The recipient of this funding source.
Program	The CPD program providing this funding.
Fund Type	The type of this funding source. For CDBG entitlements:  <b>EN</b> Entitlement <b>AD</b> Administration Subfund <b>PI</b> Program Income

Field	Description
	<b>RL</b> Revolving Loan Fund <b>SL</b> Section 108 Loan <b>SU</b> Subgrant Subfund
Source Name	For entitlement grantees, <b>HUD</b> ; for subgrantees, the organization that provided the subgrant.
Source Type	For entitlement CDBG, <b>MC</b> or <b>UC</b> (the fourth and fifth characters of the CDBG grant number).
Prior Year	This field can be changed to <b>Yes</b> only if the REQUESTED LOCCS SUBMISSION DATE of the voucher is between 10 days prior to the end of a program year and 90 days after the beginning of the next program year. If you want the draw to be attributed to the previous program year, select <b>Yes</b> .
Funded Amount	<p>The amount committed to this activity from this funding source.</p> <p>For PI: The first figure is the sum of PI funded on the activity plus the amount of unfunded PI available to draw down. "Temporarily adjusted from" shows the amount of PI currently funded on the activity.</p>
Available to Draw	The amount still available to draw from this funding source, equal to FUNDED AMOUNT minus the amount already drawn. For unfunded PI, this will never be more than the amount of EN available to draw.
Drawdown Amount	Enter the amount to be drawn from this funding source for this activity.
Progress by Activity ID	
Entered	Activities for which a draw amount has already been input.
Not Entered	Activities for which a draw amount has not yet been input.
Invalid	<p>Activities for which you will not be allowed to input a draw amount.</p> <p>For a multi-activity draw, this is the only message notifying you that for some reason a draw request cannot be made for an activity.</p>

For multi-address draws, use the <Next Activity> and <Previous Activity> buttons to page among the activities.

Once you have input and verified all draw amounts, click the <Confirm Voucher> button.

**Caution!** Once you click the <Confirm Voucher> button, the only options are to generate the voucher or cancel it entirely.

## CREATE VOUCHER - PAGE 3 OF 4 (CONFIRMATION)

This screen displays the draw amounts by funding source for each activity. You can choose either to generate or cancel the voucher:

**Drawdown**

**Create Voucher - Page 3 of 4 (Confirmation)**

- Click "Generate Voucher" to complete voucher creation

|

**Voucher Created For:**  
BALTIMORE, MD
 **Requested LOCCS Submission Date:**  
 Select Date (mm/dd/yyyy)

**Activity Owner:**  
BALTIMORE, MD

**Voucher Line Items**

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount
1	7362	The Development Corp. - Housing Counseling	CDBG	2013	PI	HUD	MC	BALTIMORE, MD	N	\$5,000.00
2	7396	EBDI- Public Facilities & Improvements	CDBG	2011	EN	HUD	MC	BALTIMORE, MD	N	\$2,000.00
Total										\$7,000.00

|

Field	Description
Voucher Created For	The organization for which the draw is being made.
Activity Owner	The entitlement grantee.
Requested LOCCS Submission Date	If a submission date was entered on Page 1, it is displayed here and may be changed. If the field is left blank, the voucher will be submitted to LOCCS the same day it is approved (unless the approver changes the date for one or more line items).
Voucher Details	
Line Item #	A voucher is made up of one or more line items. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
IDIS Actv ID	The ID of the activity for which the draw is being made.
Activity Name	The name of the activity for which the draw is being made.
Program	The CPD program whose funds are being drawn.
Grant Year	The year of the grant (the second and third characters of a CDBG grant number) or receipt account from which the DRAWDOWN AMOUNT will be taken.
Fund Type	The type of funds from which the DRAWDOWN AMOUNT will be taken. For CDBG entitlements: <b>EN</b> Entitlement <b>AD</b> Administration Subfund <b>PI</b> Program Income <b>RL</b> Revolving Loan Fund <b>SL</b> Section 108 Loan <b>SU</b> Subgrant Subfund



Field	Description
Source Name	For entitlement grantees, <b>HUD</b> ; for subgrantees, the organization that provided the subgrant.
Source Type	For entitlement CDBG, <b>MC</b> or <b>UC</b> (the fourth and fifth characters of the CDBG grant number).
Recipient Name	The recipient of this funding source.
Prior Year	<b>Y</b> or <b>N</b> , depending on the answer input on the Page 2 screen.
Drawdown Amount	The amount that will be drawn down from this funding source.

If an activity number, funding source, or draw amount is not as you want it, press the <Cancel Voucher > button. The Page 1 create voucher screen is displayed.

Otherwise, click the <Generate Voucher> button to display the final screen.

**CREATE VOUCHER - PAGE 4 OF 4 (VIEW)**

The last create voucher screen is read-only:

**Drawdown**  
**Create Voucher - Page 4 of 4 (View)**  

- Voucher created successfully

[Return to Create Voucher](#)

**Voucher Created For:**  
BALTIMORE, MD

**IDIS Voucher #:**  
5514404

**Activity Owner:**  
BALTIMORE, MD

**Created By:**  
C00063

**Requested LOCCS Submission Date:**

**Creation Date:**  
01/23/2013

**Voucher Details**

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount
1	7362	The Development Corp. - Housing Counseling	CDBG	2013	PI	HUD	MC	BALTIMORE, MD	N	\$5,000.00
2	7396	EBDI- Public Facilities & Improvements	CDBG	2011	EN	HUD	MC	BALTIMORE, MD	N	\$2,000.00
Total										\$7,000.00

[Return to Create Voucher](#)

Field	Description
Voucher Created for, Activity Owner, Requested LOCCS Submission Date	Same as previous screen.
IDIS Voucher #	The voucher number is system-generated.
Created By	The IDIS user ID of the person who generated the voucher.
Creation Date	The date the voucher was generated. A voucher must be approved and submitted within 90 days of its CREATION DATE or it will be canceled automatically.
Voucher Details fields	Same as previous screen.
Total	The total amount of the voucher.

## CREATE RECEIVABLE VOUCHERS

When CDBG grant funds are to be returned to the Letter of Credit, you can create a receivable to:

- Identify the activity/activities for which the funds are being returned
- Specify by activity the amount of each fund type that is being returned
- Determine the grant year(s) to which the funds should be returned

Once a collection voucher identifying the amount and grant number for the returned funds is received in LOCCS, IDIS credits each activity and funding source for the amount you specified on the receivable.

If a receivable is not created, or no receivable matching the LOCCS collection information is found, the returned funds are assigned to activity 2 with a fund type of EN.

To create a receivable voucher for one or more activities, click the [Create Receivable](#) link on any Funding/Drawdown tab page to display the first of four screens.

### CREATE RECEIVABLE - PAGE 1 OF 4

On this screen you will specify the activities for which you are returning funds:

Input or select the activity IDs exactly as you do on the first Create Voucher screen for drawdowns (see page 6-2).

Once you have specified all the activity IDs, click the <CONTINUE> button. If at least one valid activity ID has been entered, the second create voucher screen is displayed.

## CREATE RECEIVABLE - PAGE 2 OF 4

Page 2 is displayed for each valid activity input on the previous screen. On this page, you enter the amount of each fund type to be returned for the activity:

**Receivable Voucher**  
 Create Voucher - Page 2 of 4

Return to Select Activities | Confirm Voucher | Cancel Voucher

**Activity 2 of 3**  
**IDIS Activity ID:**  
 7303

**Grantee/PJ Activity ID:**  
  
**Activity Name:**  
 HCD - Dawson Safe Haven Center

**Receivable Amounts for This Activity**

Recipient Name	Program	Fund Type	Source Name	Source Type	Maximum Receivable Amount	Amount
BALTIMORE, MD	CDBG	EN	HUD	MC	(\$66,791.63)	(\$ 0 )

Previous Activity | Next Activity

**Progress by Activity ID**  
 Entered:  
 Not Entered: 7303 (#2), 7267 (#3)  
 Invalid: 7666 (#1)

Return to Select Activities | Confirm Voucher | Cancel Voucher

The only input field, AMOUNT, is entered as dollars and cents without a minus sign. It cannot exceed the MAXIMUM RECEIVABLE AMOUNT.

Field	Description
IDIS Activity ID	On initial display, the first valid activity ID that was input on the previous screen.  For multi-activity draws, use the <Next Activity> and <Previous Activity> buttons below the AMOUNT field to page among the activities.
Receivable Amounts for This Activity	
Recipient Name <i>through</i> Source Type	The funding source from which the funds to be returned were drawn. See pages 6-4 and 6-5 for definitions.
Maximum Receivable Amount	The maximum amount of this FUND TYPE that can be returned for this activity.
Amount	The amount of this FUND TYPE to be returned for this activity.
Progress by Activity ID	See page 6-5 for a description.

Once you have input and verified all amounts, click the <Confirm Voucher> button.

## CREATE RECEIVABLE - PAGE 3 OF 4

This screen shows the amount(s) to be returned for each activity by funding source and the grant year(s) to which you should return the funds. A separate voucher is generated for each grant year.

**Receivable Voucher**  
 Create Voucher - Page 3 of 4  
 • Click "Generate Voucher" to complete voucher creation

|

Voucher Line Items									
Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Amount
1	7303	HCD - Dawson Safe Haven Center	CDBG	2011	EN	HUD	MC	BALTIMORE, MD	(\$38,000.00)
2	7267	Community Action Centers	CDBG	2011	EN	HUD	MC	BALTIMORE, MD	(\$259,758.25)
Total									(\$297,758.25)

|

**Note:** If the amount and the year of the CDBG grant on your check/wire transfer are not the same as the voucher TOTAL and GRANT YEAR, IDIS will not be able to match your receivable to the LOCCS collection voucher. Instead of being credited to the correct activity/activities and fund type(s), the returned funds will show as a negative draw of EN for Activity ID 2.

Field	Description
Line Item #	System-generated.
IDIS Actv ID Activity Name	The ID and name of the activity to be credited.
Program	CDBG.
Grant Year	The year of the grant to which the AMOUNT should be returned, determined using LIFO (last in, first out).
Fund Type	The type of funds to be credited (see page 6-4 for a list).
Source Name	For entitlement grantees, <b>HUD</b> ; for subgrantees, the organization that provided the subgrant.
Source Type	For CDBG entitlements, <b>MC</b> or <b>UC</b> (the fourth and fifth characters of the CDBG grant number).
Recipient Name	The recipient of this funding source.
Amount	The amount to be returned from this source for this activity.
Total	The total amount to be returned to the Letter of Credit.

If an activity number, funding source, or amount is not as you want it, click the <Cancel Voucher > button. The Page 1 create voucher screen is displayed. Otherwise, click the <Generate Voucher> button to display the final screen.

**CREATE RECEIVABLE - PAGE 4 OF 4**

The last screen is read-only:

**Receivable Voucher**  
 Create Voucher - Page 4 of 4  
 • Voucher created successfully

[Return to Create Voucher](#)

**IDIS Voucher #:**  
 5514350

**Created By:**  
 C00063

**Creation Date:**  
 01/17/2013

**Voucher Details**

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount
1	7303	HCD - Dawson Safe Haven Center	CDBG	2011	EN	HUD	MC	BALTIMORE, MD	N	(\$38,000.00)
2	7267	Community Action Centers	CDBG	2011	EN	HUD	MC	BALTIMORE, MD	N	(\$259,758.25)
Total										(\$297,758.25)

[Return to Create Voucher](#)

Field	Description
IDIS Voucher #	The voucher number is system-generated.
Created By	The IDIS user ID of the person who generated the voucher.
Creation Date	The date the voucher was generated. A voucher must be approved and submitted within 90 days of its CREATION DATE or it will be canceled automatically.
Voucher Details fields	Same as previous screen, except for the addition of the PRIOR YEAR field.
Total	The total amount of the voucher.

Once created, receivable vouchers are approved and maintained exactly like drawdown vouchers. Voucher approval and maintenance processes are covered starting on the next page.

## APPROVE VOUCHERS

Three security rules are applied to the approval of all vouchers in IDIS:

1. Only grantee users can approve draws.
2. The user who creates a draw cannot also approve it.
3. All draws on State grants must be approved by a State user.

Note, too, that a drawdown must be approved within 90 days of its creation date or it will be canceled by the system.

To access the approval function, click the Drawdown [Approve Vouchers](#) link on any Funding/Drawdown screen to display the Search Vouchers for Approval screen.

## SEARCH VOUCHERS FOR APPROVAL SCREEN

Specify as many or few search criteria as you wish to retrieve the vouchers to be approved:

<b>User ID:</b> C09474 <b>User Role:</b> Grantee <b>Organization:</b> BALTIMORE <a href="#">- Logout</a>	<b>Plans/Projects/Activities</b>   <b>Funding/Drawdown</b>   <b>Grant</b>   <b>Grantee/PJ</b> You have 105 CDBG and 1 HOME activities that have been flagged. Click <a href="#">here</a> to go to the review page. <b>Drawdown</b> <b>Search Vouchers For Approval</b>
<b>Activity Funding</b> <a href="#">- Search</a>	<b>Search Criteria</b> <b>IDIS Voucher #:</b> <input type="text"/> <b>IDIS Activity ID:</b> <input type="text"/> <b>Activity Owner:</b> BALTIMORE, MD <b>Earliest Creation Date:</b> <input type="text"/> <small>Select Date (mm/dd/yyyy)</small> <b>Line Item Status:</b> Open <input type="button" value="Search"/>   <input type="button" value="Reset"/>
<b>Drawdown</b> <a href="#">- Create Voucher</a> <a href="#">- Create Receivable</a> <a href="#">- Search Voucher</a> <a href="#">- Approve Voucher</a>	
<b>Receipt</b> <a href="#">- Add</a> <a href="#">- Search</a> <a href="#">- Search Accounts</a>	

Field	Description
IDIS Voucher #	Enter a voucher number to limit the results to one voucher (searches on partial voucher numbers are not allowed).
Earliest Creation Date	Enter a date to limit the results to vouchers created on or after that date.
IDIS Activity ID	Enter an IDIS Activity ID to limit the results to vouchers with draws for that activity.
Line Item Status	Read-only. Since only line items with a status of <b>Open</b> can be approved, searches on this screen are limited to vouchers with open line items.
Activity Owner	Choose the entitlement grantee who owns the activities for which funds were drawn.

Click the <Search> button to run the search and display the vouchers that meet the criteria you specified:

**Drawdown**

**Search Vouchers For Approval**

**Search Criteria**

**IDIS Voucher #:**  
5514286

**IDIS Activity ID:**

**Activity Owner:**  
BALTIMORE, MD

**Earliest Creation Date:**  
Select Date  
(mm/dd/yyyy)

**Line Item Status:**  
Open

Search | Reset

**Results Page 1 of 1 (3 voucher line items found)**

<u>IDIS Voucher #</u>	<u>Line Item #</u>	<u>Creation Date</u>	<u>IDIS Actv ID</u>	<u>Activity Name</u>	<u>Line Item Status</u>	<u>Drawdown Amount</u>	<u>Action</u>
5514286	1	01/15/2013	7396	EBDI- Public Facilities & Improvements	Open	\$31,000.00	<a href="#">Maintain-Approve</a>   <a href="#">View</a>
5514286	2	01/15/2013	7398	WBC - Acq. for Rehab	Open	\$32,658.59	<a href="#">Maintain-Approve</a>   <a href="#">View</a>
5514286	3	01/15/2013	7398	WBC - Acq. for Rehab	Open	\$2,792.17	<a href="#">Maintain-Approve</a>   <a href="#">View</a>

On initial display, the results are sorted by IDIS VOUCHER # and LINE ITEM #. You can change both the sort field and the sort order by clicking on any column header that is in blue and underlined.

Field	Description
IDIS Voucher #	The system-assigned voucher number.
Line Item #	The system-assigned line item number. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
Creation Date	The date the voucher was generated in IDIS.
IDIS Actv ID	The ID of the activity for which the draw is being made.
Activity Name	The name of that activity.
Line Item Status	<b>Open</b> for line items that can be approved. See page 6-18 for other LINE ITEM STATUS values.
Drawdown Amount	The amount of the draw request for this line item.

Click the [Maintain-Approve](#) link for the first line item to display the Maintain and Approve Voucher screen.



## MAINTAIN AND APPROVE VOUCHER SCREEN

This screen provides access to the Approve, Revoke, Revise, Cancel, and View functions for draws. The Approve Draw function is explained below. The other functions are covered starting on page 6-18.

**Drawdown**

**Maintain and Approve Voucher**

[Return to Search Vouchers](#)

**Voucher Created For:**  
BALTIMORE, MD

**Activity Owner:**  
BALTIMORE, MD

**IDIS Voucher #:**  
5514286

**Created By:**  
C00063

**Creation Date:**  
01/15/2013

**Voucher Details**

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	7396	EBDI- Public Facilities & Improvements	CDBG	2012	PI	HUD	MC	BALTIMORE, MD	N	\$31,000.00	Open	01/15/2013	<a href="#">Approve</a>   <a href="#">Cancel</a>   <a href="#">Revise</a>   <a href="#">View</a>
2	7398	WBC - Acq. for Rehab	CDBG	2011	EN	HUD	MC	BALTIMORE, MD	N	\$32,658.59	Open	01/15/2013	<a href="#">Approve</a>   <a href="#">Cancel</a>   <a href="#">Revise</a>   <a href="#">View</a>
3	7398	WBC - Acq. for Rehab	CDBG	2012	PI	HUD	MC	BALTIMORE, MD	N	\$2,792.17	Open	01/15/2013	<a href="#">Approve</a>   <a href="#">Cancel</a>   <a href="#">Revise</a>   <a href="#">View</a>

Set all submission dates to: (mm/dd/yyyy) [Select Date](#)
[Approve All Line Items](#)

[Return to Search Vouchers](#)

Field	Description
Voucher Created for	The organization for which the draw is being made.
Activity Owner	The entitlement grantee.
IDIS Voucher #	The system-generated voucher number.
Created By	The user ID of the person who generated the voucher.
Creation Date	The date the voucher was generated.
Voucher Details	
Line Item #	The system-assigned line item number.
IDIS Actv ID	The ID of the activity for which the draw has been requested.
Activity Name	The name of that activity.
Program	The CPD program whose grant funds are being drawn.
Grant Year	The year of the grant or receipt account from which the DRAWDOWN AMOUNT will be taken.
Fund Type	The type of funds from which the DRAWDOWN AMOUNT will be taken. For CDBG entitlements: <b>EN</b> Entitlement <b>AD</b> Administration Subfund <b>PI</b> Program Income <b>RL</b> Revolving Loan Fund <b>SL</b> Section 108 Loan <b>SU</b> Subgrant Subfund

Field	Description
Source Name	For entitlement grantees, <b>HUD</b> ; for subgrantees, the organization that provided the subgrant.
Source Type	For entitlement CDBG, <b>MC</b> or <b>UC</b> (the fourth and fifth characters of the CDBG grant number).
Recipient Name	The recipient of this funding source.
Prior Year	<b>Y</b> or <b>N</b> .
Drawdown Amount	The amount that will be drawn down from this funding source.
Line Item Status	<b>Open</b> for line items that can be approved. See page 6-18 for other LINE ITEM STATUS values.
Submission Date	This will be today's date, unless the person who created the draw input a different one.
Action	If you are authorized to approve draws, the <a href="#">Approve</a> link is shown for vouchers you did not create.  For the other ACTION links, see page 6-20.
Set all submission dates to and <Approve All Line Items>	Displayed only if you have draw approval authority and there are two or more line items with a status of <b>Open</b> .

### **Approving All Line Items at Once**

To approve all the line items at once:

- If you like, specify a submission date in the input field at the bottom of the screen. If you leave it blank, it will be set to today's date for all line items.
- Click the <Approve All Line Items> button next to it.
- A message asking "Are you sure you want to approve all line items?" is displayed. Click <OK> or <Cancel>, as appropriate.

When you click <OK>, the Maintain and Approve Voucher screen is redisplayed. Notice that the LINE ITEM STATUS has been updated to Approved and the available links in the ACTION column have changed. Clicking the [Revoke](#) link will revoke the approval and set the status of the line item back to Open.

### **Approving Line Items One at a Time**

Click the [Approve](#) link in the Action column of the line item you want to approve. The Confirm Voucher Line Item screen is displayed.

## CONFIRM VOUCHER LINE ITEM SCREEN

The Confirm Voucher Line Item Approval screen looks like this:

**Drawdown**

**Confirm Voucher Line Item Approval**

[Approve This Line Item](#) | [Return to Maintain and Approve Voucher](#)

**Voucher Created For:** BALTIMORE, MD      **IDIS Voucher # / Line Item #:** 5514286/2      **Grant #:** B-11-MC-24-0010      **Transaction Type:** Payment

**Activity Owner:** BALTIMORE, MD      **Created By:** C00063      **Approved By:**      **Pay To:** BALTIMORE, MD

**Creation Date:** 01/15/2013      **Approval Date:**

**IDIS Information**

**IDIS Status:** Open  
**Batch #:**  
**Batch Date:**  
**LOCCS Control #:**  
**LOCCS Status:** Blank

**Voucher Update**

**Voucher Updated By:** C00063  
**Date Updated:** 01/15/2013

**LOCCS Confirmation Information**

**Confirm Batch #:**  
**Confirm Batch Date:**  
**Confirmation Code:**  
**Pay Method:**  
**Payment Date:**  
**Schedule #:**  
**Reschedule:**  
**Effective Date:**

IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date
7398	WBC - Acq. for Rehab	CDBG	2011	EN	HUD	MC	BALTIMORE, MD	N	\$32,658.59	Open	01/15/2013 (mm/dd/yyyy) <a href="#">Select Date</a>

[Approve This Line Item](#) | [Return to Maintain and Approve Voucher](#)

To approve a line item, change the SUBMISSION DATE if you like, and then click the <Approve This Line Item> button. To exit without approving the item, click the <Return to Maintain and Approve Voucher> button. For descriptions of other fields on this screen, see page 6-26.

When you click the approve button, the Maintain and Approve Voucher screen is redisplayed. Notice that the LINE ITEM STATUS has been updated to Approved and the available links in the ACTION column have changed. Clicking the Revoke link will revoke the approval and set the status of the line item back to Open.

## EDIT/VIEW VOUCHERS

To edit or view a voucher, you must first conduct a search to retrieve it. Click the Drawdown [Search Voucher](#) link on any Funding/Drawdown screen to display the Search Vouchers screen.

### SEARCH VOUCHERS SCREEN

Specify as many or few search criteria as you wish to retrieve the voucher(s) to be updated or viewed:

<b>User ID:</b> C09474 <b>User Role:</b> Grantee <b>Organization:</b> BALTIMORE <a href="#">- Logout</a>	<b>Plans/Projects/Activities</b>   <b>Funding/Drawdown</b>   <b>Grant</b>   <b>Grantee/PJ</b> <b>You have 105 CDBG and 1 HOME activities that have been flagged. Click <a href="#">here</a> to go to the review page.</b> <b>Drawdown</b> <b>Search Vouchers</b>
<b>Activity Funding</b> <a href="#">- Search</a>	<b>Search Criteria</b> *Indicates Required Field <b>IDIS Voucher #:</b> <input type="text"/> <b>IDIS Activity ID:</b> <input type="text"/> <b>*Activity Owner:</b> BALTIMORE, MD <b>Earliest Creation Date:</b> <input type="text"/> <small>Select Date (mm/dd/yyyy)</small> <b>Line Item Status:</b> <input type="text"/> <small>Select</small> <input type="button" value="Search"/>   <input type="button" value="Reset"/>
<b>Drawdown</b> <a href="#">- Create Voucher</a> <a href="#">- Create Receivable</a> <a href="#">- Search Voucher</a> <a href="#">- Approve Voucher</a>	
<b>Receipt</b> <a href="#">- Add</a> <a href="#">- Search</a> <a href="#">- Search Accounts</a>	

This search screen and the Search Vouchers for Approvals screen shown on page 6-13 are identical except that you can search by Line Item Status here. The statuses are:

Status	Definition
Open	The initial status of a voucher, assigned when it is created.
Approved	Approved for submission to LOCCS.
Completed	Processed to completion by LOCCS.
Revised	All or a portion of the drawn amount has been allotted to another activity.
Rejected	Rejected by LOCCS.
Pending	Awaiting a response from LOCCS.
Cancelled	An Open or Approved voucher/line item cancelled by the grantee before submission to LOCCS.
Converted	An Approved voucher created by the IDIS conversion process.
L-Cancelled	Approved in IDIS and later cancelled by LOCCS.
On Hold	Sent to LOCCS and being held in LOCCS for resubmission to Treasury.
Rescheduled	Sent to LOCCS; will be either approved or rejected at a later date.

Click the <Search> button to run the search and display the vouchers that meet the criteria you specified:

**Drawdown**

**Search Vouchers**

**Search Criteria**

\*Indicates Required Field

**IDIS Voucher #:**

**IDIS Activity ID:**

**\*Activity Owner:**

**Earliest Creation Date:**  
 Select Date (mm/dd/yyyy)

**Line Item Status:**

|

**Results Page 1 of 1 (3 voucher line items found)**

<u>IDIS Voucher #</u>	<u>Line Item #</u>	<u>Creation Date</u>	<u>IDIS Actv ID</u>	<u>Activity Name</u>	<u>Line Item Status</u>	<u>Drawdown Amount</u>	<u>Action</u>
5514286	1	01/15/2013	7396	EBDI- Public Facilities & Improvements	Open	\$31,000.00	<a href="#">Maintain-Approve</a>   <a href="#">View</a>
5514286	2	01/15/2013	7398	WBC - Acq. for Rehab	Open	\$32,658.59	<a href="#">Maintain-Approve</a>   <a href="#">View</a>
5514286	3	01/15/2013	7398	WBC - Acq. for Rehab	Open	\$2,792.17	<a href="#">Maintain-Approve</a>   <a href="#">View</a>

On initial display, the results are sorted by IDIS VOUCHER # and LINE ITEM #. You can change the sort field and the sort order by clicking on any column header that is in blue and underlined.

Field	Description
IDIS Voucher #	The system-assigned voucher number.
Line Item #	The system-assigned line item number. The number of line items in a voucher is determined by IDIS, and depends on the number of activities that draws have been requested for, the number of funding sources for each activity, and the number of grants used to satisfy the draw amounts.
Creation Date	The date the voucher was generated in IDIS.
IDIS Actv ID	The ID of the activity for which a draw has been requested.
Activity Name	The name of that activity.
Line Item Status	See previous page.
Drawdown Amount	The amount of the draw request for this line item.

Select any line item from the voucher you want to process by clicking the [Maintain-Approve](#) link in the last column. The voucher maintenance screens are explained starting on the next page.

If you choose the [View](#) link, only two screens are shown (see next page and page 6-26).

6-19

## MAINTAIN AND APPROVE VOUCHER SCREEN

This screen provides access to the Approve, Revoke, Revise, Cancel, and View functions for drawdowns:

Drawdown

Maintain and Approve Voucher

Return to Search Vouchers

Voucher Created For:  
BALTIMORE, MD

IDIS Voucher #:  
5514286

Activity Owner:  
BALTIMORE, MD

Created By:  
C00063

Creation Date:  
01/15/2013

Voucher Details

Line Item #	IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date	Action
1	7396	EBDI- Public Facilities & Improvements	CDBG	2012	PI	HUD	MC	BALTIMORE, MD	N	\$31,000.00	Approved	01/17/2013	<a href="#">Revoke</a>   <a href="#">Revise</a> <a href="#">Cancel</a>   <a href="#">View</a>
2	7398	WBC - Acq. for Rehab	CDBG	2011	EN	HUD	MC	BALTIMORE, MD	N	\$32,658.59	Open	01/15/2013	<a href="#">Approve</a>   <a href="#">Revise</a> <a href="#">Cancel</a>   <a href="#">View</a>
3	7398	WBC - Acq. for Rehab	CDBG	2012	PI	HUD	MC	BALTIMORE, MD	N	\$2,792.17	Open	01/15/2013	<a href="#">Approve</a>   <a href="#">Revise</a> <a href="#">Cancel</a>   <a href="#">View</a>

Set all submission dates to:  [Select Date](#)

Return to Search Vouchers

Field	Description
Voucher Created for <i>through</i> Drawdown Amount	See pages 6-15 and 6-16 for field definitions.
Line Item Status	See page 6-18.
Submission Date	The date the voucher was submitted to LOCCS. If the LINE ITEM STATUS is Open, this will be today's date unless the person who created the draw input a different one.
Action	<p>The links in the ACTION column for a line item depend on:</p> <ul style="list-style-type: none"> <li>The drawdown privileges (request, approve, and/or view) assigned to your user ID. If, for example, you are only authorized to view draws, then the only Action displayed will be <a href="#">View</a>.</li> <li>Whether you created the voucher. Because the user who creates a voucher cannot also approve it, the <a href="#">Approve</a> and <a href="#">Revoke</a> links will not be displayed for the vouchers you create.</li> <li>The Line Item Status displayed in the third-to-last column. Examples: the <a href="#">Approve</a> link won't be displayed if the line item has already been approved; for most completed line items, the only links shown will be <a href="#">Revise</a> and <a href="#">View</a> (the <a href="#">Cancel</a> link is also available for PI only, provided the status of the activity the PI was drawn for is Open).</li> </ul>

Field	Description
	<ul style="list-style-type: none"><li>The <u>Revise</u> link is not displayed for some line items that have been processed as a set. Examples include (1) a collection paired with a manual payment and (2) certain manually adjusted draws. These voucher items, referred to as "sticky" draws, must remain associated with the activities for which they were created.</li><li>If you clicked the <u>View</u> link on the previous screen, only the <u>View</u> link is listed.</li></ul>
Set all submission dates to <i>and</i> <Approve all Line Items>	Displayed only if you have draw approval authority and there are two or more line items with a status of Open.

The Approve function has already been explained (see page 6-13). Details about the Revoke, Cancel, Revise, and View functions follow.

## REVOKE APPROVAL SCREEN

Click the Revoke link for a line item to display this screen:

**Drawdown**

**Confirm Voucher Line Item Revocation**

Are you sure you want to revoke the selected voucher line item?

Revoke This Line Item

 | 

Return to Maintain and Approve Voucher

Click the <Revoke This Line Item> button to revoke approval or the <Return> button to exit without making the change.

Currently, approval must be revoked line item by line item.



## CANCEL LINE ITEM SCREEN

Click the Cancel link for a line item to display this screen:

**Drawdown**

**Confirm Voucher Line Item Cancellation**

Are you sure you want to cancel the selected voucher line item?

Cancel This Line Item

 | 

Return to Maintain and Approve Voucher

Click the <Cancel This Line Item> button to perform the cancellation or the <Return> button to exit without making the change.

Currently, the line items in a voucher have to be cancelled one at a time.

## REVISE VOUCHER LINE ITEM SCREEN

On the Maintain and Approve Voucher screen, click the line item's Revise link to display this screen:

**Drawdown**  
**Revise Voucher Line Item**

|

<b>Voucher Created For:</b> BALTIMORE, MD	<b>IDIS Voucher # / Line Item #:</b> 5479587/3	<b>Grant #:</b> B-10-MC-24-0010	<b>Transaction Type:</b> Payment
<b>Activity Owner:</b> BALTIMORE, MD	<b>Created By:</b> B50399	<b>Approved By:</b> C01873	<b>Pay To:</b> BALTIMORE, MD
	<b>Creation Date:</b> 09/25/2012	<b>Approval Date:</b> 09/26/2012	

<b>IDIS Information</b> <b>IDIS Status:</b> Approved <b>Batch #:</b> 874 <b>Batch Date:</b> 09/26/2012 <b>LOCCS Control #:</b> 900000000024459 <b>LOCCS Status:</b> Completed	<b>LOCCS Confirmation Information</b> <b>Confirm Batch #:</b> 848 <b>Confirm Batch Date:</b> 09/27/2012 <b>Confirmation Code:</b> OK <b>Pay Method:</b> A <b>Payment Date:</b> 09/27/2012 <b>Schedule #:</b> LH0909 <b>Reschedule:</b> N <b>Effective Date:</b>
--	---

**Voucher Update**  
**Voucher Updated By:** LOCCS  
**Date Updated:** 09/27/2012

IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date
7307	HCD - Office of Project Finance	CDBG	2010	EN	HUD	MC	BALTIMORE, MD	No	\$14,026.41	Completed	09/26/2012

**Revise Funds to Another Activity**

IDIS Actv ID	Amount
	\$

**Required Justification\*:**

|

On this screen, you can:

- Change the PRIOR YEAR flag of an open, approved, or completed line item
- Modify the SUBMISSION DATE of an open or approved line item
- Revise all or part of an open, approved, or completed line item to a different activity

Field	Description
Prior Year	This field can be edited if the SUBMISSION DATE of the line item is between 10 days prior to the end of a program year and 90 days after the beginning of the next program year.
Submission Date	This date may be changed if the LINE ITEM STATUS in the previous field is Open or Approved.
Revise Funds to Another Activity	<p>A draw can be revised to another activity provided both activities involved in the revision have an ACTIVITY STATUS of Open.</p> <p>The activity the draw is being revised to must have sufficient funding from the same source (same source organization,</p>

Field	Description
	recipient organization, and fund type) as the drawdown to cover the revised amount.  If the funding source is not the same, you cannot revise the draw online. Please contact the TAU for assistance when this type of revision is necessary.
IDIS Actv ID	Enter the ID of the activity you want to transfer the draw to.
Amount	Input the amount of the DRAWDOWN AMOUNT to be applied to the IDIS ACTV ID.
Required Justification	Explain why you are transferring the funds.

Click the <Save> button to make the revision and return to the Maintain and Approve Voucher screen.

If a drawdown was transferred between activities, the Maintain and Approve Voucher screen now shows a new line item for the draw that was revised and one or two new line items for the activity the draw was revised to. Once the revision is completed, the status of the original draw is changed to Revised, and is no longer valid. The Revised status will be shown the next time you display the voucher.

## VIEW VOUCHER LINE ITEM SCREEN

Clicking the [View](#) link for a line item on the Maintain and Approve Voucher screen displays this read-only screen:

**Drawdown**  
**View Voucher Line Item**

[Return to Search Vouchers](#) | [Return to View Voucher](#)

<b>Voucher Created For:</b> BALTIMORE, MD	<b>IDIS Voucher # / Line Item #:</b> 5508108/55	<b>Grant #:</b> B-11-MC-24-0010	<b>Transaction Type:</b> Payment
<b>Activity Owner:</b> BALTIMORE, MD	<b>Created By:</b> B50399	<b>Approved By:</b> C01873	<b>Pay To:</b> BALTIMORE, MD
	<b>Creation Date:</b> 12/14/2012	<b>Approval Date:</b> 12/18/2012	

<b>IDIS Information</b> <b>IDIS Status:</b> Approved <b>Batch #:</b> 930 <b>Batch Date:</b> 12/18/2012 <b>LOCCS Control #:</b> 900000000026719 <b>LOCCS Status:</b> Completed	<b>LOCCS Confirmation Information</b> <b>Confirm Batch #:</b> 907 <b>Confirm Batch Date:</b> 12/19/2012 <b>Confirmation Code:</b> OK <b>Pay Method:</b> A <b>Payment Date:</b> 12/19/2012 <b>Schedule #:</b> LH1168 <b>Reschedule:</b> N <b>Effective Date:</b>
--	---

**Voucher Update**  
**Voucher Updated By:** LOCCS  
**Date Updated:** 12/19/2012

IDIS Actv ID	Activity Name	Program	Grant Year	Fund Type	Source Name	Source Type	Recipient Name	Prior Year	Drawdown Amount	Line Item Status	Submission Date
6989	COALITION TO END CHILDHOOD POISONING/LEAD HAZARD	CDBG	2011	EN	HUD	MC	BALTIMORE, MD	N	\$27,073.82	Completed	12/18/2012

[Return to Search Vouchers](#) | [Return to View Voucher](#)

Field	Description
Voucher Created for	The organization for which the draw is being made.
Activity Owner	The entitlement grantee.
IDIS Voucher #/Line Item #	The system-generated voucher number and line item number.
Created By	The user ID of the person who created this voucher.
Creation Date	The date the voucher was generated in IDIS.
Grant #	The grant from which the funds for this line item were drawn.
Approved By	The user ID of the person who approved this line item.
Approval Date	The date the line item was approved in IDIS.
Transaction Type	Adjustment, Collection, Manual Payment, Payment, or Receivable.
Pay To	The organization that receives the wire transfers of funds drawn down from the grant.
IDIS Information	
IDIS Status	<p>The current status of this line item in IDIS. The statuses are:</p> <p><b>Open</b> – The initial status of a voucher, assigned when it is created.</p> <p><b>Approved</b> – Approved for submission to LOCCS.</p> <p><b>Canceled</b> – Canceled by grantee.</p>

Field	Description
	<p><b>Pending</b> – Awaiting approval by LOCCS.</p> <p><b>Revised</b> – All or a portion of the drawn amount has been allotted to another activity.</p> <p><b>Converted</b> - An Approved voucher created by the IDIS conversion process.</p>
Batch Number	The number of the IDIS file containing the line item. If this field is blank, the drawdown request has not yet been sent to LOCCS.
Batch Date	The date the file was sent to LOCCS. If this field is blank, the line item has not yet been sent to LOCCS.
LOCCS Control #	A process control number assigned by IDIS.
LOCCS Status	<p>The current status of this line item in LOCCS:</p> <p><b>Completed</b> – Paid through LOCCS.</p> <p><b>Rejected</b> – Rejected by LOCCS.</p> <p><b>Rescheduled</b> - Sent to LOCCS, will be either approved or rejected at a later date.</p> <p><b>On Hold</b> - Sent to LOCCS and being held in LOCCS for resubmission to Treasury.</p> <p><b>L-Canceled</b> - Approved in IDIS and later canceled by LOCCS.</p>
Voucher Update	
Voucher Updated by	The ID of the user or the process (e.g., LOCCS) that last updated this line item.
Date Updated	The date the voucher was last updated.
Special Remarks	System-populated, and usually blank.
LOCCS Confirmation Information	Definitions are not yet available.
Confirm Batch # Confirm Batch Date Confirmation Code	Details about receipt of the IDIS drawdown file by LOCCS.
Pay Method	Definition not available.
Payment Date	The date the voucher was sent to the Treasury.
Schedule #	The number of the Treasury schedule on which the voucher appears, assigned by LOCCS.
Reschedule	This field is Y(es) if LOCCS resubmits a voucher to the Treasury.
Effective Date	Definition not available.
Line Item	
IDIS Actv ID	The ID of the activity for which the draw was made.

Field	Description
Activity Name	The name of the activity for which the draw was made.
Program	The CPD program whose funds were drawn.
Grant Year	The year of the grant or receipt account from which the DRAWDOWN AMOUNT will be taken.
Fund Type	The type of funds from which the DRAWDOWN AMOUNT will be taken. For CDBG entitlements: <b>EN</b> Entitlement <b>AD</b> Administration Subfund <b>PI</b> Program Income <b>RL</b> Revolving Loan Fund <b>SL</b> Section 108 Loan <b>SU</b> Subgrant Subfund
Source Name	For entitlement grantees, <b>HUD</b> ; for subgrantees, the organization that provided the subgrant.
Source Type	For entitlement CDBG, <b>MC</b> or <b>UC</b> (the fourth and fifth characters of the CDBG grant number).
Recipient Name	The recipient of this funding source.
Prior Year	<b>Y</b> or <b>N</b> .
Drawdown Amount	The amount drawn down from this funding source.
Submission Date	The date the line item was submitted to LOCCS.

## Chapter 7

# RECEIPTING PI AND RL

This chapter explains how to receipt Program Income (PI) and Revolving Loan funds (RL) in IDIS. The PI and RL you receipt here can be committed to activities and “drawn down” (i.e., a voucher can be created to record in IDIS the expenditure of PI/RL from your local account).

Additionally, CDBG entitlement grantees can track program income that is used for administrative purposes: a CDBG grant’s AD subfund can be increased above the 20% regulatory maximum by an amount of up to 20% of the PI and RL receipted for a given year (see Appendix K-7).

## ACCESSING THE RECEIPT FUNCTIONS

Click the Funding/Drawdown tab at the top of the page you are on to display the Search for Activities to Fund screen. On it and all other Funding/Drawdown screens, links to the receipt functions you are authorized to access are listed on the left:

The screenshot shows the IDIS interface with the following components:

- User Information:** User ID: C00063, User Role: Grantee, Organization: BALTIMORE, - Logout
- Navigation Tabs:** Plans/Projects/Activities, **Funding/Drawdown**, Grant, Grantee/PJ
- Alert:** You have 105 CDBG and 1 HOME activities that have been flagged. Click [here](#) to go to the review page.
- Section Header:** Activity Funding
- Search for Activities to Fund**
- Search Criteria:**
  - Program: All
  - IDIS Project ID: [Text Box]
  - Activity Status: Select
  - Activity Name: [Text Box]
  - IDIS Activity ID: [Text Box]
  - \*Activity Owner: BALTIMORE, MD
  - Program Year: All
  - Grantee/PJ Activity ID: [Text Box]
- Buttons:** Search, Reset
- Left Sidebar:**
  - Activity Funding**
    - Search
  - Drawdown**
    - Create Voucher
    - Create Receivable
    - Search Voucher
    - Approve Voucher
  - Receipt** (highlighted with a blue bracket)
    - Add
    - Search
    - Search Accounts
  - Section 108 Loan**
    - Search

Each receipt function—Add, Search, and Search Accounts—is discussed below.

## ADD RECEIPTS

Click the Receipt [Add](#) link on any Funding/Drawdown screen to display the Add Receipt screen:

### Receipt

#### Add Receipt

|

**\*Indicates Required Field**

**Receipt Created For:**  
BALTIMORE

**Receipt Status:**  
Original

#### Receipt

**This Fund**

**\*Program:**  
Select Program

**\*Program Year:**

**\*Source Type:**  
Select Source

**Receipt Type:**  
Select Type

**IDIS Activity ID:**

**Matrix Code:**  
Select Code

**Estimated Amount:**  
\$ 0.00

**OR**

**Fund from Subgrant**

**\*Subgrant from Organization Name:(tip)**  
Select Subgrant Fund

**\*Program Year:**

**\*Fund Type:**  
Select

**\*Amount:**  
\$ 0.00

**Grantee Receipt #:**

**Comments:**

|

Field	Description
Receipt Created For	For CDBG receipts, this is a read-only field and will always be the entitlement grantee.
Receipt Status	This read-only field is always <b>Original</b> on the add screen.
This Fund	
Program	Select <b>CDBG</b> .
Program Year	Enter the program year the PI or RL was received.



Field	Description
Source Type	Select the source type of your CDBG grant for the PROGRAM YEAR you input above. For CDBG entitlements, it will be either <b>MC</b> or <b>UC</b> .
Fund from Subgrant	Skip over these two fields. They do not apply to CDBG.
Fund Type	Select <b>PI</b> or <b>RL</b> , as appropriate.
Amount	Enter the amount, in dollars and cents, to be receipted. If you enter a whole-dollar amount, IDIS appends the '0.00'.
Receipt Type	This field is optional. None of the receipt types apply to PI or RL.
IDIS Activity ID	Required. Input the ID of the activity that generated the funds.
Matrix Code	Optional for PI and required for RL. Select the matrix code of the IDIS ACTIVITY ID input above.
Estimated Amount	Required for PI only: If this is the first CDBG PI receipt created for the PROGRAM YEAR you input, enter an estimate of the amount of CDBG-generated PI you expect to receipt in that year.
Grantee Receipt #	If you want to assign your own identifier to the receipt, enter it in this optional field.
Comments	An optional field for your comments/notes.

Click the <Save> button to create the receipt or the <Reset> button to refresh the screen.

If the receipt is successfully saved, a receipt number and associated grant number are displayed in a message. You may want to note the system-generated receipt number since it can be used on the Search Receipts screen. The grant number is the same as your CDBG grant for the PROGRAM YEAR you entered above.

## EDIT/VIEW RECEIPTS

To edit or view a receipt, you must first conduct a search to retrieve it. Click the [Receipt Search](#) link on any Funding/Drawdown screen to access the Search Receipts screen.

### SEARCH RECEIPTS SCREEN

Specify as many or few search criteria as you wish to retrieve the receipt(s) you want to update/view:

<b>User ID:</b> C00063 <b>User Role:</b> Grantee <b>Organization:</b> BALTIMORE <a href="#">Logout</a>	<a href="#">Plans/Projects/Activities</a> <a href="#">Funding/Drawdown</a> <a href="#">Grant</a> <a href="#">Grantee/PJ</a>
You have 105 CDBG and 1 HOME activities that have been flagged. Click <a href="#">here</a> to go to the review page.	
<h3>Receipt</h3> <h4>Search Receipts</h4>	
<b>Activity Funding</b> <a href="#">Search</a>	<b>Search Criteria</b>
<b>Drawdown</b> <a href="#">Create Voucher</a> <a href="#">Create Receivable</a> <a href="#">Search Voucher</a> <a href="#">Approve Voucher</a>	<b>Program:</b> All <b>Program Year:</b> <b>Receipt Number:</b> <b>Receipt Status:</b> All <b>Fund Type:</b> All <b>Amount:</b> <b>Date Created:</b> <a href="#">Select Date</a> (ex: mm/dd/yyyy) <b>State/Territory:</b> MD
<b>Receipt</b> <a href="#">Add</a> <a href="#">Search</a> <a href="#">Search Accounts</a>	<input type="button" value="Search"/>   <input type="button" value="Reset"/>

Field	Description
Program	Select <b>CDBG</b> .
Receipt Number	Enter a receipt number to limit the search results to one receipt. Searches on partial receipt numbers are not allowed.
Receipt Status	Choose one if you want to limit the search results by status: <b>Original</b> – receipts that have never been updated. <b>Modified</b> – receipts that have been updated. <b>Canceled</b> – receipts that have been canceled.
Program Year	To limit the results to a specific program year, enter it here.
Amount	To get any results returned, an exact amount must be input (you can, however, omit the '.00' for a whole-dollar amount).
Receipt Created For	N/A for CDBG—leave blank.
Fund Type	To limit the results to a particular fund type, choose it from the dropdown.
Date Created	Only receipts created on or after the date input here will be retrieved.
State/Territory	This field is grayed out for grantee users.

Click the <Search> button to run the search and display the receipts that meet the criteria you specified:

**Receipt**

**Search Receipts**

**Search Criteria**

**Program:** CDBG  **Program Year:** 2012  **Fund Type:** All

**Receipt Number:**  **Amount:**  **Date Created:**  [Select Date](#)  
(ex: mm/dd/yyyy)

**Receipt Status:** All  **Receipt Created For:**  **State/Territory:** MD

|

**Results Page 1 of 1**

<u>Program</u>	<u>Program Year</u>	<u>Fund Type</u>	<u>Receipt Number</u>	<u>From Organization</u>	<u>Receipt Created For</u>	<u>State</u>	<u>Amount</u>	<u>Date Created</u>	<u>Receipt Status</u>	<u>Action</u>
CDBG	2012	PI	5088258	HUD	BALTIMORE	MD	\$49,118.77	10/17/2012	Original	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	2012	PI	5088262	HUD	BALTIMORE	MD	\$109,488.50	10/17/2012	Original	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	2012	RL	5094604	HUD	BALTIMORE	MD	\$18,232.59	01/15/2013	Original	<a href="#">Edit</a>   <a href="#">View</a>

On initial display, the results are sorted by PROGRAM YEAR (descending). You can change both the sort field and the sort order by clicking on any column header that is in blue and underlined.

Select the receipt you want to process by clicking its [Edit](#) or [View](#) link in the last column (only the [View](#) link will be available for cancelled receipts and for users who are not authorized to edit receipts).

Depending on which link you click, the Edit Receipt or View Receipt screen will be displayed. The two screens are very similar except, of course, that data on the View screen cannot be changed. Only the Edit Receipt screen is shown here.

## EDIT RECEIPT SCREEN

Six fields can be updated on this screen: AMOUNT, RECEIPT STATUS, IDIS ACTIVITY ID, MATRIX CODE, GRANTEE RECEIPT NUMBER, and COMMENTS. A list of activities funded with CDBG PI/RL can also be accessed.

### Receipt

#### Edit Receipt

[Save](#) | [Return to Search Receipts](#) | [View Activities](#)

**\*Indicates Required Field**

**Receipt Created For:**  
BALTIMORE

**Receipt Status:**  
Modified

**Receipt Number:**  
5088258

**Associated Grant #:**  
B-12-MC-24-0010

**Receipt**

**Program:**  
CDBG

**Program Year:**  
2012

**Source Type:**  
MC

**Fund Type:**  
PI

**\*Amount:**  
\$ 49118.77

**Receipt Type:**

**IDIS Activity ID:**  
7267

**Matrix Code:**  
Select Code

**Grantee Receipt Number:**

**Comments:**  
Income generated from Deferred Loan Program

[Save](#) | [Return to Search Receipts](#) | [View Activities](#)

Field	Description
Receipt Created For	For CDBG, always the entitlement grantee.
Receipt Number	The system-generated receipt ID.
Program through Fund Type	Same as the Add Receipt screen (see page 7-2), but not editable.
Amount	<p>Enter the new amount in dollars and cents.</p> <p>The AMOUNT can be decreased only if there will still be sufficient funds to cover PI/RL that has been (1) committed to activities and (2) used to increase the AD subfund.</p>
Receipt Status	<p>To cancel a receipt, change the RECEIPT STATUS from <b>Modified</b> to <b>Canceled</b> and click the &lt;Save&gt; button.</p> <p>The same conditions that limit how much the AMOUNT can be reduced by are also applied to determine if the receipt can be canceled.</p>

Field	Description
Associated Grant #	The CDBG grant with the same GRANT YEAR as the PROGRAM YEAR of the receipt. This is the grant whose AD subfund may be increased by 20% of the receipt.
Receipt Type	Same as the Add Receipt screen, but not editable.
IDIS Activity ID through Comments	Same as the Add Receipt screen, and editable.

The screen that is displayed when the <View Activities> button is clicked is described on the next page.

Click the <Save> button to save your changes and return to the Search Receipts screen. If no updates are made, you must click the <Return to Search Receipts> button.

## VIEW ACTIVITIES FUNDED FROM RECEIPT SCREEN

This screen is displayed when the <View Activities> button is clicked on the Edit Receipt or View Receipt screen. It shows information about all activities funded with PI/RL (notice that the PROGRAM YEAR field is **All Years** and the ASSOCIATED GRANT # is **B-XX**). Also note that the screen header should be **Receipt**, not **Subgrant**.

**Subgrant**

**Activities Funded from Receipt**

[Return to Edit Receipt](#) | [Return to Search Receipts](#)

**Receipt Recipient:**  
BALTIMORE, MD

**Program:**  
CDBG

**Program Year:**  
All Years

**Associated Grant #:**  
B-XX-MC-24-0010

**Fund Type:**  
PI

IDIS Activity ID	Activity Name	Activity Status	Activity Owner	Source Name	Funded Amount	Drawn Amount	Balance to Draw
585	NEIGHBORHOOD ARTS	Completed	BALTIMORE	MC	\$206.42	\$206.42	\$0.00
784	HCD - MONITORING TEAMS	Completed	BALTIMORE	MC	\$50,268.81	\$50,268.81	\$0.00
872	HCD - NEIGHBORHOOD SERVICES	Completed	BALTIMORE	MC	\$7,400.73	\$7,400.73	\$0.00
991	HOUSING COUNSELING	Completed	BALTIMORE	MC	\$9,297.95	\$9,297.95	\$0.00
992	PLANNING	Completed	BALTIMORE	MC	\$5,156.94	\$5,156.94	\$0.00
994	EMPLOYMENT TRAINING	Completed	BALTIMORE	MC	\$17,124.48	\$17,124.48	\$0.00
995	RECREATION PROGRAM	Completed	BALTIMORE	MC	\$2,788.00	\$2,788.00	\$0.00
1014	ADMINISTRATION	Completed	BALTIMORE	MC	\$3,235.81	\$3,235.81	\$0.00
1015	PUBLIC INFORMATION	Completed	BALTIMORE	MC	\$1,232.81	\$1,232.81	\$0.00
1016	PLANNING	Completed	BALTIMORE	MC	\$410.06	\$410.06	\$0.00
1017	REHABILITATION ADMINISTRATION	Completed	BALTIMORE	MC	\$5,800.01	\$5,800.01	\$0.00
1019	GENERAL SERVICES	Completed	BALTIMORE	MC	\$2,464.31	\$2,464.31	\$0.00
1031	ABANDONED HOUSE DEMOLITION PROGRAM	Completed	BALTIMORE	MC	\$500,000.00	\$500,000.00	\$0.00
1055	EMPLOYMENT TRAINING	Completed	BALTIMORE	MC	\$26,365.00	\$26,365.00	\$0.00
1058	YOUTH PROGRAM	Completed	BALTIMORE	MC	\$20,980.00	\$20,980.00	\$0.00
1059	GENERAL SERVICES	Completed	BALTIMORE	MC	\$13,264.00	\$13,264.00	\$0.00
1063	PLANNING	Completed	BALTIMORE	MC	\$13,894.41	\$13,894.41	\$0.00
1064	CODE ENFORCEMENT	Completed	BALTIMORE	MC	\$36,278.00	\$36,278.00	\$0.00
1066	SECTION 108 LOAN PAYMENT - SANDTOWN 600	Completed	BALTIMORE	MC	\$3,524.00	\$3,524.00	\$0.00
1074	HOUSING COUNSELING	Completed	BALTIMORE	MC	\$964.00	\$964.00	\$0.00

The list is ordered by IDIS Activity ID (ascending), and cannot be resorted.

Click one of the <Return to> buttons to redisplay the Edit/View Receipt screen or the Search Receipts screen.

## VIEW RECEIPT ACCOUNTS

To view summary information about receipt accounts, click the Receipt [Search Accounts](#) link on any Funding/Drawdown screen to display the View Receipt Accounts screen:

**User ID:** C00063  
**User Role:**  
 Grantee  
**Organization:**  
 BALTIMORE  
[- Logout](#)

**Plans/Projects/Activities**  
**Funding/Drawdown**  
**Grant**  
**Grantee/PJ**

You have 105 CDBG and 1 HOME activities that have been flagged. Click [here](#) to go to the review page.

**Receipt**

**View Receipt Accounts**

**Activity Funding**  
[- Search](#)

**Drawdown**  
[- Create Voucher](#)  
[- Create Receivable](#)  
[- Search Voucher](#)  
[- Approve Voucher](#)

**Receipt**  
[- Add](#)  
[- Search](#)  
[- Search Accounts](#)

**Search Criteria**

**Program:**  
 All

**Program Year:**

**Fund Type:**  
 All

**Receipt Created For <sup>1</sup>:**

**State/Territory:**  
 MD

|

Enter as many or few of the following search criteria as you wish to retrieve the accounts to be viewed.

Field	Description
Program	To limit the results to a particular program, select it from the dropdown.
Receipt Created For	For CDBG, leave blank.
Program Year	To limit the results to the accounts for a particular year, enter it here.
Fund Type	To limit the results to a particular fund type, select it from the dropdown.

Click the <Search> button to display the results:

**Receipt**

**View Receipt Accounts**

**Search Criteria**

**Program:**  
 CDBG

**Program Year:**  
 2012

**Fund Type:**  
 All

**Receipt Created For <sup>1</sup>:**

**State/Territory:**  
 MD

|

**Results Page 1 of 1**

<u>Program</u>	<u>Source Type</u>	<u>Program Year</u>	<u>Fund Type</u>	<u>Estimated Amount</u>	<u>From Organization</u>	<u>Receipt Created For</u>	<u>State</u>	<u>Amount</u>	<u>Sub Allocated</u>	<u>Committed to Activities</u>	<u>Drawdown Amount</u>	<u>Pending Amount</u>
CDBG	MC	2012	PI	\$49,118.77	HUD	BALTIMORE	MD	\$158,607.27	\$0.00	\$158,607.27	\$88,399.29	\$33,792.17
CDBG	MC	2012	RL	\$0.00	HUD	BALTIMORE	MD	\$18,232.59	\$0.00	\$0.00	\$0.00	\$0.00

The results are initially sorted by Program, Source Type, and Program Year (descending). You can change both the sort field and the sort order by clicking on any column header that is in blue and underlined.

Field	Description
Program	The CPD program for which the PI/RL was receipted.
Source Type	For CDBG accounts, the fourth and fifth characters of your CDBG grant for the year shown in PROGRAM YEAR— <b>MC</b> or <b>UC</b> .
Program Year	The program year for which the PI/RL was receipted.
Fund Type	For CDBG entitlements: <b>PI</b> Program Income <b>RC</b> Receivable <b>RE</b> Recaptured Funds <b>RL</b> Revolving Loan
Estimated Amount	The ESTIMATED AMOUNT entered when the first receipt was created for this PROGRAM, SOURCE TYPE, PROGRAM YEAR, and FUND TYPE.
From Organization	For CDBG, always <b>HUD</b> .
Receipt Created For	For CDBG, always the entitlement grantee.
State	The state of the RECEIPT CREATED FOR organization.
Amount	The sum of all amounts receipted for this account.  The AD subfund of the CDBG grant with the same grant year as the PROGRAM YEAR may be increased by 20% of this amount.
Sub Allocated	The amount of this account that has been subfunded or subgranted.
Committed to Activities	The sum of all funds committed to activities from this account.
Drawdown Amount	The sum of all funds drawn from this account that have been processed to completion.
Pending Amount	The sum of all pending draws against this account.

There are no additional receipt account screens.



## Chapter 8

# ACCOMPLISHMENT REPORTING

---

Accomplishments must be reported for all CDBG activities except those that do not meet a national objective (activities with a matrix code of 19F, 19G, 20, 21\*, 22, or 24A-24C).

HUD urges you to report activity accomplishments as they are realized, but at least quarterly. You are required to report accomplishments for each program year the activity is open and at activity completion. The only exception to quarterly/annual reporting is public facilities, which should not be reported until the facility is complete.

Follow the instructions on page 3-5 to access the activity for which accomplishments are to be reported. On the Edit Activity screen (see page 3-7), click the <Add CDBG Accomp.> or <Edit CDBG Accomp.> button to access the accomplishment screens for the activity. Fill in these screens with annual accomplishments for every year the activity is open. Do not input cumulative accomplishments.

The accomplishment screens that you will be required to complete depend on the national objective you have assigned to the activity:

<b>If the national objective is...</b>	<b>Turn to...</b>
LMA*	Chapter 9
LMC*	Chapter 10
LMH*	Chapter 11
LMJ*	Chapter 12
SBA, SBR, SBS, URG	Chapter 13

The importance of providing HUD with accurate accomplishment data on a timely basis cannot be overemphasized. Failing to do so results in the underreporting of CDBG accomplishments to Congress, the Office of Management and Budget, and other Federal oversight agencies, and may put future funding of the program at risk.







## **Chapter 9**

# **LMA ACCOMPLISHMENT SCREENS**

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This chapter covers the accomplishment screens that are completed for activities with a national objective of:

- LMA Low/mod area benefit
- LMAFI Low/mod area benefit, community development financial institution (CDFI)
- LMASA Low/mod area benefit, neighborhood revitalization strategy area (NRSA)

To access the accomplishment screens for an activity, go to the Edit Activity screen and click the <Add CDBG Accomp.> or <Edit CDBG Accomp.> button (see page 3-7).

## ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

The first section of the Page 1 accomplishment screen is the same for all activities:

**Activity**  
**Add CDBG Accomplishment Detail (Page 1)**  
**03K - Street Improvements**

|  |

**\* Indicates Required Field**

<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Lambert Street Improvements	<b>Program Year/IDIS Project ID:</b> 2011/27
<b>IDIS Activity ID:</b> 12763	<b>Activity Owner:</b> BIRMINGHAM, AL	<b>Project Title:</b> Infrastructure
<b>National Objective:</b> LMA		

**\*Accomplishments for Program Year:** (tip)

**Accomplishment Narrative:** (maximum 4000 characters)

**\*Accomplishments**

Accomplishment Type	Proposed Units
1 - People (General)	<input type="text"/>

|  |

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
Accomplishments for Program Year	<p>On the add screen, this field is blank. Enter the program year that you are reporting accomplishments for.</p> <p>On the edit screen, the program year is read-only. A new field, <b>SELECT ANOTHER YEAR</b>, is displayed for use with multi-year activities:</p> <div> <div>Accomplishments for Program Year: 2012</div> <div> <div>Select Another Year:</div> <div> <input type="text"/> <input type="button" value="Edit Selected Year"/> </div> </div> </div> <p>For multi-year activities, make sure you input annual counts for the correct program year:</p> <ul style="list-style-type: none"> <li>To add accomplishments for the second and subsequent years of an activity, click the &lt;Add New Accomplishment Year&gt; button at the top/bottom of the screen, type in the new year, and enter the new accomplishments. Do not</li> </ul>

Field	Description						
	<p>include accomplishments that have been reported in a previous year.</p> <ul style="list-style-type: none"><li>Once accomplishments have been entered for more than one year, use the SELECT ANOTHER YEAR field to view accomplishments for a different year.</li><li>Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year you are reporting data for.</li></ul>						
Accomplishment Narrative	<p>Describe the progress toward achieving accomplishments in the program year specified in the previous field.</p> <p>You may want to cite the percentage of the activity that has been completed, explain undue delays, provide a timeframe for completing the activity and meeting a national objective, and/or explain why accomplishments have not yet been reported.</p>						
Accomplishments							
Accomplishment Type	This read-only field shows the accomplishment type assigned at activity setup (see page 4-4).						
Proposed Units	This read-only field shows the proposed number of accomplishments entered at activity setup (see page 4-4).						
Actual Units	<p>This field is displayed (as shown below) only if the matrix code is 04–Clearance and Demolition or 04A–Cleanup of Contaminated Sites. Enter the number of accomplishments achieved during the program year being reported.</p> <div><div>*Accomplishments</div><table><tr><th>Accomplishment Type</th><th>Proposed Units</th><th>Actual Units (tip)</th></tr><tr><td>10 - Housing Units</td><td><input type="text" value="6"/></td><td><input type="text"/></td></tr></table></div>	Accomplishment Type	Proposed Units	Actual Units (tip)	10 - Housing Units	<input type="text" value="6"/>	<input type="text"/>
Accomplishment Type	Proposed Units	Actual Units (tip)					
10 - Housing Units	<input type="text" value="6"/>	<input type="text"/>					

For most LMA\* activities, these are the only fields displayed on the Page 1 screen. Click the <Save and Continue> button to go to the second accomplishment screen (see page 9-6).

Additional data items are collected if the activity has a matrix code of 15 or an objective of LMAFI/LMASA.

## CODE ENFORCEMENT

For code enforcement (matrix code 15) activities with an ACCOMPLISHMENT TYPE of Housing Units, the first accomplishment screen also includes these fields:

Code Enforcement	
* Housing units receiving violations	<input type="text"/>
Housing units where code violations have been corrected using CDBG funds	<input type="text"/>
Housing units where code violations have been corrected by the owner	<input type="text"/>
Housing units where code violations have been corrected using other funds	<input type="text"/>
<p><b>*Describe specific public and private improvements or services provided in the code enforcement area</b></p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>	
<p><b>IDIS Activity IDs where code corrections are being tracked</b></p> <div style="display: flex; gap: 10px;"> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div>	

Search Field	Description
Housing units receiving violations	Enter the total number of housing units receiving code violations.  Note: The sum of the numbers input in the next three fields should equal the total number of violations entered here.
Housing units where code violations have been corrected using CDBG funds	Enter the number of units where code violations have been corrected using CDBG funds.
Housing units where code violations have been corrected by the owner	Enter the number of units where code violations have been corrected by the owner.
Housing units where code violations have been corrected using other funds	Enter the number of units where code violations have been corrected using other funds.
Describe specific public and private improvements or services provided in the code enforcement area	Code enforcement must be conducted in deteriorated or deteriorating areas when such enforcement together with public or private improvements, rehabilitation, or services to be provided may be expected to arrest decline in an area.
IDIS Activity IDs where code corrections are being tracked	Enter IDIS Activity IDs when code violations are corrected using CDBG funds.

When you have finished, click the <Save and Continue> button to display the second accomplishment screen.



## JOB CREATION/RETENTION

For LMAFI/LMASA activities with an ACCOMPLISHMENT TYPE of Jobs, the first accomplishment screen also includes these fields:

Jobs					
* Job Creation/Retention					
	Total Job Count		Total Weekly Hours		Percent
	Full Time	Full Time Low/Mod	Part Time (tip)	Part Time Low/Mod (tip)	Low/Mod Jobs
Actually Created	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 0 %
Actually Retained	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 0 %
Actual FTE Jobs: (tip)					
<input type="text"/> 0					

Field	Description
Actually Created	
Total Job Count Full Time	Enter the total number of full-time jobs created.
Total Job Count Full Time Low/Mod	Of the total number of full-time jobs created, enter the number created for LMI persons.
Total Weekly Hours Part Time	Enter the total number of weekly part-time job <i>hours</i> (not the number of part-time jobs) created.
Total Weekly Hours Part Time Low/Mod	Of the total number of weekly part-time job hours created, enter the number created for LMI persons.
Actually Retained	
Total Job Count Full Time	Enter the total number of full-time jobs retained.
Total Job Count Full Time Low/Mod	Of the total number of full-time jobs retained, enter the number retained for LMI persons.
Total Weekly Hours Part Time	Enter the total number of weekly part-time job <i>hours</i> (not the number of part-time jobs) retained.
Total Weekly Hours Part Time Low/Mod	Of the total number of weekly part-time job hours retained, enter the number retained for LMI persons.
Actual FTE Jobs	This read-only field shows the number of full-time equivalent (FTE) jobs created and/or retained. Part-time hours are converted to FTEs on the basis of one FTE equaling 40 hours.

When you have finished, click the <Save and Continue> button to display the second accomplishment screen.

## ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

Performance measures are entered on the second accomplishment screen. The top part of the screen identifies the activity you are processing:

**Activity**  
 Edit CDBG Accomplishment Detail (Page 2)  
**03K - Street Improvements**  
 • CDBG Accomplishment has been saved successfully.

Save | Save and Previous Page | Cancel

**\* Indicates Required Field**

<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Lambert Street Improvements	<b>Program Year/IDIS Project ID:</b> 2011/27
<b>IDIS Activity ID:</b> 12763	<b>Activity Owner:</b> BIRMINGHAM, AL	<b>Project Title:</b> Infrastructure
<b>National Objective:</b> LMA		

**Accomplishments for Program Year:**  
2012

Notice that ACCOMPLISHMENTS FOR PROGRAM YEAR is now a protected field. It can only be changed on the previous screen.

The performance measures data you are asked to provide depends chiefly on the activity's matrix code, as outlined below:

Matrix Code	Performance Measure	See Page
03*	Public Facilities & Infrastructure	9-7
05*	Public Services	9-8
14E, 17*, 18*	Assistance to Businesses	9-9
LMAFI/LMASA ACCOMP TYPE is Jobs	Job Performance Measures	9-10
03* and 05* HELP HOMELESS is Yes	Help the Homeless	9-11
05C, HELP PREVENT HOMELESSNESS is Yes	Homelessness Prevention	9-12

## PUBLIC FACILITIES & INFRASTRUCTURE

These fields are displayed for LMA\* activities with any 03\* matrix code:

Public Facilities & Infrastructure	
<b>Total Persons Assisted :</b>	
5,983	
<b>Of the Total Persons, Number of:</b>	
	Number of Persons
With New Access to this type of Public Facility or Infrastructure Improvement	
With Improved Access to this Type of Public Facility or Infrastructure Improvement	
With access to Public Facility or Infrastructure that is No Longer Substandard	
<b>Total</b>	0

Field	Description
Total Persons Assisted	This read-only field displays the TOTAL LOW/MOD UNIVERSE POPULATION from setup screen Page 3 (see page 4-15).
Of the Total Persons, Number:	
With New Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides a new facility/improvement, enter the number of persons with access to the facility. If the activity is funded in subsequent years, persons benefiting in the subsequent years continue to be reported as having new access.
With Improved Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides improved access to a facility/improvement, enter the number of persons who have improved access.
With Access to Public Facility or Infrastructure that is No Longer Substandard	When the activity provides a facility/improvement that is no longer substandard, enter the number of persons no longer subject to substandard facilities.
Total	This read-only field must equal the number in TOTAL PERSONS ASSISTED before the activity can be completed.

If the HELP THE HOMELESS field on the Page 1 activity setup screen is Yes, two additional performance measure fields are displayed. Turn to page 9-11 for details.

## PUBLIC SERVICES

These fields are displayed for LMA activities with a matrix code of 05\*:

Public Services	
Total Persons Assisted : 699	
Of the Total Persons, Number of:	
	Number of Persons
With New or Continuing Access to a Service or Benefit	
With Improved Access to a Service or Benefit	
Receive a Service or Benefit that is No Longer Substandard	
Total	0

Field	Description
Total Persons Assisted	This read-only field displays the TOTAL LOW/MOD UNIVERSE POPULATION from setup screen Page 3 (see page 4-15).
Of the Total Persons, Number:	
With New or Continuing Access to a Service or Benefit	When the activity provides a new service or benefit, enter the number of persons with access to the service or benefit. If the activity is funded in subsequent years, persons benefiting in the subsequent years continue to be reported as having new access.
With Improved Access to a Service or Benefit	When the activity provides improved access to a service, enter the number of persons who have improved access.
Receive a Service or Benefit that is No Longer Substandard	When the activity provides a service that is no longer substandard, enter the number of persons no longer subject to substandard facilities.
Total	This read-only field must equal the number in TOTAL PERSONS ASSISTED before the activity can be completed.

If the HELP THE HOMELESS field on the Page 1 activity setup screen is Yes, two additional fields are displayed. Turn to page 9-11 for details.

For 05C activities only: If the HELP PREVENT HOMELESSNESS field on the Page 1 setup screen (see page 4-5) is Yes, additional performance measures are displayed. For details, see page 9-12.

## ASSISTANCE TO BUSINESSES

These fields are displayed for LMA\* activities with a matrix code of 14E, 17\*, or 18\*:

Assistance to Businesses			
	Total	Number Expanding	Number Relocating
New Businesses Assisted	<input type="text"/>		
Existing Businesses Assisted	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text" value="0"/>		

	Total
Number of Business Facades/Buildings Rehabilitated	<input type="text"/>
Number of Businesses Assisted that Provide Goods or Services to Meet the Needs of a Service Area	<input type="text"/>

**Specify DUNS # for Each Business Assisted**

DUNS #:	<input type="text"/>	Ext:	<input type="text"/>
<input type="button" value="Add Another DUNS #"/>			

**If the matrix code is 18A or 18C:** The fact that this screen lets you report more than one business assisted does not mean that assistance to individual businesses under 18A or 18C may be aggregated in one activity. Unless the activity is one identified at 570.208(a)(4)(vi) for which job aggregation is allowed, each business assisted under 18A or 18C must be set up as a separate activity.

Field	Description
New Businesses Assisted	Enter the number of start-up businesses assisted.
Existing Businesses Assisted	Enter the number of existing businesses assisted.
Number Expanding	Of the EXISTING BUSINESSES ASSISTED, enter the number that are expanding as a result of the assistance.
Number Relocating	Of the EXISTING BUSINESSES ASSISTED, enter the number that are relocating as a result of the assistance.
Total	A read-only field showing the total number of new and existing businesses assisted.
Number of Business Facades/Buildings Rehabilitated	Of the TOTAL businesses, enter the number receiving assistance for the rehabilitation of business facades/buildings.
Number of Businesses that Provide Goods or Services to Meet the Needs...	Of the TOTAL businesses, enter the number providing goods or services to meet the needs of a service area, neighborhood, or community.
Specify DUNS # for Each Business Assisted	A DUNS number is required for a business that receives direct financial assistance. Otherwise it is optional.
DUNS # / Ext.	Enter the 9-digit DUNS number and the 4-digit extension.
<Add Another DUNS # > button	For activities where aggregation of businesses is permitted, click this button to add a DUNS # for another business.

## JOB PERFORMANCE MEASURES

This information is collected for LMAFI/LMASA activities with an ACCOMPLISHMENT TYPE of Jobs:

Job Performance Measures		
<b>Actual FTE Jobs Created:</b>	<b>Actual FTE Jobs Retained:</b>	
5	7	
<b>Created</b>		
	<b>Total</b>	
Of Jobs Created, Number of Jobs With Employer Sponsored Health Care Benefits		
Of Jobs Created, Number of Persons Unemployed Prior to Taking Jobs Created Under this Activity		
<b>Retained</b>		
	<b>Total</b>	
Of Jobs Retained, Number of Jobs With Employer Sponsored Health Care Benefits		
<b>Types of Jobs Created/Retained</b>		
<b>Job Category</b>	<b>Jobs Created</b>	<b>Jobs Retained</b>
Officials and Managers		
Professional		
Technicians		
Sales		
Office and Clerical		
Craft Workers (Skilled)		
Operatives (Semi-Skilled)		
Laborers (Unskilled)		
Service Workers		

For definitions of these fields, see page 12-7.

## HELP THE HOMELESS

These fields are displayed for LMA activities with a matrix code of 03\* or 05\* if the HELP THE HOMELESS field on the Page 1 activity setup screen (see page 4-5) is Yes:

Of the Total Persons, Number of:	
	Number of Persons
Homeless Persons Given Overnight Shelter	<input type="text"/>
Beds Created in Overnight Shelter or Other Emergency Housing	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>

| 
  |

Field	Description
Of the Total Persons, Number of:	
Homeless Persons Given Overnight Shelter	If applicable to this activity, enter the number of homeless persons sheltered overnight.
Beds Created in Overnight Shelter or Other Emergency Housing	If applicable to this activity, enter the number of beds.
Total	This read-only field is the sum of the two previous fields.

## HOMELESSNESS PREVENTION

These fields are displayed for an LMA activity with a matrix code of 5C if the HELP PREVENT HOMELESSNESS field on the CDBG Page 1 setup screen (see page 4-5) is Yes:

**Homeless Prevention**

**Total Persons Assisted:**

**Of the Total Persons Assisted, Number of:**

	Number of Persons
Receiving Emergency Financial Assistance to Prevent Homelessness	<input type="text"/>
Receiving Emergency Legal Assistance to Prevent Homelessness	<input type="text"/>

|  |

Field	Description
Of the Total Persons Assisted, Number:	
Receiving Emergency Financial Assistance to Prevent Homelessness	Leave this field blank: it is not applicable when the matrix code is 05C–Legal Assistance.
Receiving Emergency Legal Assistance to Prevent Homelessness	Of the TOTAL PERSONS ASSISTED, enter the number that received emergency financial assistance to prevent homelessness.

This is the last LMA\* accomplishment screen. When you click <Save>, the Edit Activity screen (see page 3-7) will be displayed.



## **Chapter 10**

# **LMC ACCOMPLISHMENT SCREENS**

---

This chapter covers the two accomplishment screens that are completed for activities with a national objective of:

- LMC      Low/mod limited clientele benefit
- LMCMC   Low/mod limited clientele, micro-enterprises
- LMCSV   Low/mod limited clientele, job service benefit

To access the accomplishment screens for an activity, go to the Edit Activity screen and click the <Add CDBG Accomp.> or <Edit CDBG Accomp.> button (see page 3-7).

## ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

The top part of this screen is the same for all LMC\* activities:

**Activity**

Add CDBG Accomplishment Detail (Page 1)

**05D - Youth Services**

|  |

|

\* Indicates Required Field

<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Recreation and Parks	<b>Program Year/IDIS Project ID:</b> 2012/128
<b>IDIS Activity ID:</b> 7349	<b>Activity Owner:</b> BALTIMORE, MD	<b>Project Title:</b> RECREATION AND PARKS
<b>National Objective:</b> LMC		

\*Accomplishments for Program Year: (tip)

Accomplishment Narrative: (maximum 4000 characters)

\*Accomplishments

Accomplishment Type	Proposed Units
1 - People (General)	

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
Accomplishments for Program Year	<p>On the add screen, this field is blank. Enter the program year that you are reporting accomplishments for.</p> <p>On the edit screen, the program year is read-only. A new field, SELECT ANOTHER YEAR, is displayed for use with multi-year activities:</p> <div> Accomplishments for Program Year: 2012 Select Another Year: <div> </div> Edit Selected Year </div> <p>For multi-year activities, make sure you input annual counts for the correct program year:</p> <ul style="list-style-type: none"> <li>To add accomplishments for the second and subsequent years of an activity, click the &lt;Add New Accomplishment Year&gt; button at the top/bottom of the screen, type in the new year, and enter the new accomplishments. Do not include accomplishments that have been reported in a previous year.</li> <li>Once accomplishments have been entered for more than one year, use the SELECT ANOTHER YEAR field to view accomplishments for a different year.</li> </ul>

Field	Description
	<ul style="list-style-type: none"><li>Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year you are reporting data for.</li></ul>
Accomplishment Narrative	<p>Describe the progress toward achieving accomplishments in the program year specified in the previous field.</p> <p>You may want to cite the percentage of the activity that has been completed, explain undue delays, provide a timeframe for completing the activity and meeting a national objective, and/or explain why accomplishments have not yet been reported.</p>
Accomplishments	
Accomplishment Type	This read-only field shows the accomplishment type assigned at activity setup (see page 4-4).
Proposed Units	This read-only field shows the proposed number of accomplishments entered at activity setup (see page 4-4).

## DIRECT BENEFIT DATA BY PERSONS

For most LMC\* activities, race/ethnicity and income levels information is reported by persons:

*Direct Benefit Data by Persons		
<b>Race/Ethnicity</b>		
<b>Race</b>	<b>Total</b>	<b>Hispanic/Latino</b>
Select Option		
<b>Totals</b>	0	0
<a href="#">Add Another Race by Persons</a>		
<b>Income Levels</b>		
	<b>Total</b>	
<b>Extremely Low</b>		
<b>Low</b>		
<b>Moderate</b>		
<b>Non-Low/Moderate</b>		
<b>Totals</b>	0	
<b>Percent Low/Mod</b>		%
<a href="#">Save</a>   <a href="#">Save and Continue</a>   <a href="#">Cancel</a> <a href="#">View Totals All Years</a>   <a href="#">Add New Accomplishment Year</a>		

For instructions on reporting race and ethnicity data for activities that involve removing architectural barriers or making ADA improvements to public buildings, see Appendix I.

## Race/Ethnicity

Field	Description
Race	<p>Select the race for which counts by persons are to be entered. The HUD definitions are:</p> <p><b>White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><b>Black/African American:</b> A person having origins in any of the black racial groups of Africa.</p> <p><b>Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <p><b>American Indian/Alaskan Native:</b> A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal</p>

Field	Description
	<p>affiliation or community attachment.</p> <p><b>Native Hawaiian/Other Pacific Islander:</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><b>American Indian/Alaskan Native &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>Asian &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>Black/African American &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>American Indian/Alaskan Native &amp; Black/African American:</b> A person having these multiple racial origins as defined above.</p> <p><b>Other Multi-Racial:</b> Category used for reporting individual responses that are not included in any of the categories listed above.</p>
Total	Enter the total number of beneficiaries of this race.
Hispanic/Latino	Of the total beneficiaries of this race, enter the number who are Hispanic/Latino.
Totals: Total	This read-only field shows the total number of beneficiaries of all races.
Totals: Hispanic/Latino	This read-only field shows the total number of beneficiaries of all races who are Hispanic.
<Add Another Race by Persons> button	Click this button to add beneficiary counts for another race.

## Income Levels

It is important to always report income levels in the appropriate categories. Some grantees, solely to minimize data entry, report all beneficiaries in the Moderate income category. This practice conveys the impression in reports to Congress and other Federal oversight agencies that grantees are ignoring the program's legislative mandate not to benefit moderate-income persons to the exclusion of low-income persons.

Field	Description
Extremely Low	Enter the number of persons benefiting whose income is at or below 30% of the median family income for the area.
Low	Enter the number of persons benefiting whose income is above 30% and at or below 50% of the median family income for the area.
Moderate	Enter the number of persons benefiting whose income is above 50% and at or below 80% of the median family income for the area.
Non-Low/Moderate	Enter the number of persons benefiting whose income is above

Field	Description
	80% of the median family income for the area.
Totals	This read-only field shows the sum of the values input in the previous four fields.  The Income Levels TOTALS field and the Race/Ethnicity TOTALS by race field must be equal.
Percent Low/Mod	This read-only field shows the percentage of beneficiaries who are low/mod. It is equal to (EXTREMELY LOW + LOW + MODERATE) divided by TOTALS.

Follow these guidelines when reporting income levels for:

- **Presumed Benefit Activities:** If an LMC\* activity is limited to assisting one or more of the presumptive benefit groups, report the number of persons benefiting under the following income categories unless you have information that supports reporting them under a different income category:

Group	Income Level
Abused children	Extremely low income
Battered spouses	Low income
Severely disabled adults	Low income
Homeless persons	Extremely low income
Illiterate adults	Low income
Persons with AIDS	Low income
Migrant farm workers	Low income
Elderly	If assistance is to acquire, construct, convert, and/or rehabilitate a senior center or to pay for providing center-based senior services, report the beneficiaries as moderate income.  If assistance is for other services (not center-based), report the elderly beneficiaries as low income.

If an activity serves a combination of these groups, identify the number in each group and report those numbers under the appropriate income levels. Estimate race/ethnicity categories either by observation or by using numbers proportionate to the general population.

- **Nature/Location Activities:** Report all beneficiaries as moderate income unless you have information to support reporting them under another income category.
- **Activities Providing Access for Persons with Disabilities:** For LMC activities carried out under 570.208(a)(2)(ii), report all beneficiaries as low income unless you have information to support reporting them under another income category.

Unless you are entering data for an LMCMC activity, click the <Save and Continue> button to display the second accomplishment screen (turn to page 10-10).

## DIRECT BENEFIT DATA BY HOUSEHOLDS

For LMC\* activities with an accomplishment type of 04-Households or 10-Housing Units, race/ethnicity and income levels information is reported by households. Count each household as one, regardless of the number of persons in the household.

**\*Direct Benefit Data by Households**

**Race/Ethnicity**

Race	Owner		Renter		Total Households	
	Total	Hispanic/Latino	Total	Hispanic/Latino	Total	Hispanic/Latino
Select Option					0	0
<b>Totals</b>	0	0	0	0	0	0
<b>Female-Headed Households</b> (tip)					0	

Add Another Race by Households

**Income Levels** (tip)

	Owner	Renter	Total
<b>Extremely Low</b>			0
<b>Low</b>			0
<b>Moderate</b>			0
<b>Non-Low/Moderate</b>			0
<b>Totals</b>	0	0	0
<b>Percent Low/Mod</b>	0 %	0 %	0 %

Save | Save and Continue | Cancel | Delete

View Totals All Years | Add New Accomplishment Year

Currently, the system incorrectly displays the owner/renter categories for LMC activities. Until this is fixed, report data for LMC activities that require information by Household under the owner category.

## Race/Ethnicity

Field	Description
Race	Select the race for which counts are to be entered. The HUD definitions are provided on page 10-4.
Owner: Total	Enter the number of households of this race.
Owner: Hispanic/Latino	Of the total households of this race, enter the number that are Hispanic/Latino.
Total Households: Total	This read-only field will be the same as OWNER: TOTAL.
Total Households: Hispanic/Latino	This read-only field will be the same as OWNER HISPANIC/LATINO.
Totals	These six read-only fields show the totals for all races.
Female-Headed Households: Owner	Of the total owner households of <u>all</u> races, enter the total number headed by females.



Field	Description
<Add Another Race by Households> button	Click this button to add beneficiary counts for another race.

## Income Levels

Always report income levels in the appropriate categories (see page 10-5).

Field	Description
Extremely Low: Owner	Enter the number of households whose income is at or below 30% of the median family income for the area.
Extremely Low: Total	This read-only field shows the sum of the previous two fields.
Low: Owner	Enter the number of households whose income is above 30% and at or below 50% of the median family income for the area.
Low: Total	This read-only field shows the sum of the previous two fields.
Moderate: Owner	Enter the number of households whose income is above 50% and at or below 80% of the median family income for the area.
Moderate: Total	This read-only field shows the sum of the previous two fields.
Non-Low/Moderate: Owner	Enter the number of households whose income is above 80% of the median family income for the area.
Totals	The Income Levels OWNER TOTAL must equal the Race/Ethnicity OWNER TOTAL.
Percent Low/Mod	The calculation for each of these read-only fields showing the percentage of households that are low/mod is (EXTREMELY LOW + LOW + MODERATE) divided by TOTALS.

Unless you are entering data for an LMCMC activity, click the <Save and Continue> button to display the second accomplishment screen (turn to page 10-10).

Jobs

\* Job Creation/Retention

	Total Job Count		Total Weekly Hours		Percent
	Full Time	Full Time Low/Mod	Part Time (tip)	Part Time Low/Mod (tip)	Low/Mod Jobs
Actually Created	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 0 %
Actually Retained	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 0 %

Actual FTE Jobs: (tip)

0

Save

|

Save and Continue

|

Cancel

|

Delete

Add New Accomplishment Year

10-10

## ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

Performance measures are entered on the second accomplishment screen. The top part of the screen identifies the activity you are processing:

**Activity**

Edit CDBG Accomplishment Detail (Page 2)

**05D - Youth Services**

- CDBG Accomplishment has been saved successfully.

Save

Save and Previous Page

Cancel

\* Indicates Required Field

<b>Grantee/PJ Activity ID:</b>  <b>IDIS Activity ID:</b> 7349 <b>National Objective:</b> LMC	<b>Activity Name:</b> Recreation and Parks <b>Activity Owner:</b> BALTIMORE, MD	<b>Program Year/IDIS Project ID:</b> 2012/128 <b>Project Title:</b> RECREATION AND PARKS
---	--	---

**Accomplishments for Program Year:**  
2012

Notice that ACCOMPLISHMENTS FOR PROGRAM YEAR is now a protected field. It can only be changed on the previous screen.

The performance measures data you are asked to provide depends chiefly on the activity's matrix code, as outlined below:

Matrix Code	Performance Measure	See Page
03* except 03T	Public Facilities & Infrastructure	10-11
05*	Public Services	10-13
05R, LMCSV	Direct Financial Assistance to Homebuyers	10-14
05S, LMCSV	Short-Term Rental Assistance	10-15
LMC/LMCSV 05C, 05Q, 05T HELP PREVENT HOMELESSNESS is Yes	Homelessness Prevention	10-16
14E, 17*, 18B, 18C	Assistance to Businesses	10-17
LMCMC, 18C	Job Performance Measures	10-18

## PUBLIC FACILITIES & INFRASTRUCTURE

These fields are displayed for LMC\* activities with any 03\* matrix code except 03T:

Public Facilities & Infrastructure	
<b>Total Persons Assisted :</b>	
<input type="text" value="112"/>	
<b>Of the Total Persons, Number of:</b>	
	Number of Persons
With New Access to this type of Public Facility or Infrastructure Improvement	<input type="text"/>
With Improved Access to this Type of Public Facility or Infrastructure Improvement	<input type="text"/>
With access to Public Facility or Infrastructure that is No Longer Substandard	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>

Field	Description
Total Persons Assisted	This read-only field shows the total number of persons reported on the Page 1 accomplishment screen.
Of the Total Persons, Number:	
With New Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides a new facility/improvement, enter the number of persons with access to the facility. If the activity is funded in subsequent years, persons benefiting in the subsequent years continue to be reported as having new access.
With Improved Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides improved access to a facility/improvement, enter the number of persons who have improved access.
With Access to Public Facility or Infrastructure that is No Longer Substandard	When the activity provides a facility/improvement that is no longer substandard, enter the number of persons no longer subject to substandard facilities.
Total	This read-only field must equal the number in TOTAL PERSONS ASSISTED before the activity can be completed.

If the matrix code is 03C or the HELP THE HOMELESS field on the Page 1 activity setup screen (see page 4-5) is Yes, these performance measures for shelters are also displayed:

Of the Total Persons, Number of:	
	Number of Persons
Homeless Persons Given Overnight Shelter	<input type="text"/>
Beds Created in Overnight Shelter or Other Emergency Housing	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>

| 
  |

Field	Description
Homeless Persons Given Overnight Shelter	If applicable, enter the number of persons sheltered overnight. This cannot exceed TOTAL PERSONS ASSISTED.
Beds Created in Overnight Shelter or Other Emergency Housing	If applicable, enter the number of beds made available in the shelter by the activity.

## PUBLIC SERVICES

These fields are displayed for LMC\* activities with a matrix code of 05\* or 03T:

The screenshot shows a form titled "Public Services". It contains the following fields and labels:

- Total Persons Assisted :** A text input field containing the value "1,600".
- Of the Total Persons, Number of:** A label for a table.
- Number of Persons** (circled in red): A label for the rightmost column of the table.
- Table:**

	Number of Persons
With New or Continuing Access to a Service or Benefit	<input type="text"/>
With Improved Access to a Service or Benefit	<input type="text"/>
Receive a Service or Benefit that is No Longer Substandard	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>

Note that if you have input direct beneficiary data by households on the Page 1 accomplishment screen, the three labels circled on the above screen print will be Total *Households* Assisted, Of the Total *Households*, and Number of *Households*. Count each household as one, regardless of the number of persons in the household.

Field	Description
Total Persons/Households Assisted	This read-only field shows the total number of persons or households reported on the previous screen.
Of the Total Persons/ Households, Number:	
With New or Continuing Access to a Service or Benefit	When the activity provides a new service, enter the number of persons/households with access to the service or benefit. If the activity is funded in subsequent years, persons/households benefiting in the subsequent years continue to be reported as having new access.
With Improved Access to a Service or Benefit	When the activity provides improved access to a service, enter the number of persons/households who have improved access.
Receive a Service or Benefit that is No Longer Substandard	When the activity provides a service that is no longer substandard, enter the number of persons/households no longer subject to substandard facilities.
Total	This read-only field must equal the number in TOTAL PERSONS ASSISTED or TOTAL HOUSEHOLDS ASSISTED before the activity can be completed.

If the matrix code is 03T or the HELP THE HOMELESS field on the Page 1 activity setup screen is Yes, the performance measures shown on page 10-11 are also displayed.

## DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS

The block of fields below is displayed for LMCSV activities with a matrix code of 05R.

Note: For a 05R activity, this is the only place that you may report the number of first-time homebuyers receiving housing counseling. The number of households receiving housing counseling should not be reported in any other fields. Only for activities with a matrix code of 05U (Housing Counseling) may grantees report the number of households receiving housing counseling as the accomplishment.

**Direct Financial Assistance to Homebuyers**

**Total Households Assisted:** (tip)

**Of the Total Households, Number of:**

	Number of Households
<b>First-Time Homebuyers</b>	<input type="text"/>
<b>Of the Number of First-Time Homebuyers, Number Receiving Housing Counseling</b>	<input type="text"/>
<b>Downpayment Assistance/Closing Costs</b>	<input type="text"/>

|  |

Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Total Households, Number of:	
First-Time Homebuyers	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number of first-time homebuyers.
Of the Number of First-Time Homebuyers, Number Receiving Housing Counseling	Of the households that are first-time homebuyers, enter the number receiving housing counseling. This cannot exceed FIRST-TIME HOMEBUYERS.
Downpayment Assistance/Closing Costs	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number receiving downpayment assistance and/or assistance with closing costs.

## SHORT-TERM RENTAL ASSISTANCE

These fields are displayed only for an LMCSV activity with a matrix code of 05S:

**Short-Term Rental Assistance**

**Total Households Assisted:**

**Of the Households Assisted, the Number:**

	Number of Households
Receiving short-term rental assistance (not more than three months)	<input type="text"/>
That were previously homeless	<input type="text"/>
Of those, the number that were chronically homeless	<input type="text"/>

|  |

Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Households Assisted, the Number:	
Receiving short-term rental assistance (not more than three months)	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that received short-term rental assistance.
That were previously homeless	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that were previously homeless. See Appendix J for the HUD definition of "homeless."
Of those, the number that were chronically homeless	Of the households THAT WERE PREVIOUSLY HOMELESS, enter the number that were chronically homeless. See Appendix J for HUD's definition of "chronically homeless."



## HOMELESSNESS PREVENTION

For LMC/LMCSV activities with a matrix code of 05C, 05Q, or 05T, these fields are displayed if you answered Yes to the HELP PREVENT HOMELESSNESS question on the first activity setup screen (see page 4-5):

**Homeless Prevention**

**Total Persons Assisted:**

**Of the Total Persons Assisted, Number of:**

	Number of Persons
Receiving Emergency Financial Assistance to Prevent Homelessness	<input type="text"/>
Receiving Emergency Legal Assistance to Prevent Homelessness	<input type="text"/>

|  |

If a person received both financial and legal assistance, include the person in the counts for both fields.

Field	Description
Total Persons Assisted	This read-only field shows the total number of persons reported on the previous screen.
Of the Total Persons Assisted, the Number:	
Receiving Emergency Financial Assistance...	Of the TOTAL PERSONS ASSISTED, enter the number that received short-term rental assistance.
Receiving Emergency Legal Assistance...	Of the TOTAL PERSONS ASSISTED, enter the number that received emergency legal assistance to prevent homelessness.

## ASSISTANCE TO BUSINESSES

These fields are displayed for LMC/LMCSV activities with a matrix code of 14E, 17\*, 18B, or 18C:

Assistance to Businesses			
	Total	Number Expanding	Number Relocating
New Businesses Assisted	<input type="text"/>		
Existing Businesses Assisted	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0 <input type="text"/>		

	Total
Number of Business Facades/Buildings Rehabilitated	<input type="text"/>
Number of Businesses Assisted that Provide Goods or Services to Meet the Needs of a Service Area	<input type="text"/>

**Specify DUNS # for Each Business Assisted**

DUNS #:	<input type="text"/>	Ext:	<input type="text"/>
<input type="button" value="Add Another DUNS #"/>			

**If the matrix code is 18C:** The fact that this screen lets you report more than one business assisted does not mean that assistance to individual businesses under 18C may be aggregated in one activity. Unless the activity is one identified at 570.208(a)(4)(vi) for which job aggregation is allowed, each business assisted under 18C must be set up as a separate activity.

Field	Description
New Businesses Assisted	Enter the number of start-up businesses assisted.
Existing Businesses Assisted	Enter the number of existing businesses assisted.
Number Expanding	Of the EXISTING BUSINESSES ASSISTED, enter the number that are expanding as a result of the assistance.
Number Relocating	Of the EXISTING BUSINESSES ASSISTED, enter the number that are relocating as a result of the assistance.
Total	A read-only field showing the total number of new and existing businesses assisted.
Number of Business Facades/Buildings Rehabilitated	Of the TOTAL businesses, enter the number receiving assistance for the rehabilitation of business facades/buildings.
Number of Businesses that Provide Goods or Services...	Of the TOTAL businesses, enter the number providing goods or services to meet the needs of a service area, neighborhood, or community.
Specify DUNS # for Each Business Assisted	A DUNS number is required for a business that receives direct financial assistance. Otherwise it is optional.
DUNS # / Ext.	Enter the 9-digit DUNS number and the 4-digit extension.
<Add Another DUNS # >	For activities where aggregation of businesses is permitted, click this button to add a DUNS # for another business.

## JOB PERFORMANCE MEASURES

The following information is collected for LMCMC activities:

Job Performance Measures		
<b>Actual FTE Jobs Created:</b>	<input type="text" value="5"/>	<b>Actual FTE Jobs Retained:</b>
	<input type="text" value="7"/>	
<b>Created</b>		
		<b>Total</b>
Of Jobs Created, Number of Jobs With Employer Sponsored Health Care Benefits	<input type="text"/>	<input type="text"/>
Of Jobs Created, Number of Persons Unemployed Prior to Taking Jobs Created Under this Activity	<input type="text"/>	<input type="text"/>
<b>Retained</b>		
		<b>Total</b>
Of Jobs Retained, Number of Jobs With Employer Sponsored Health Care Benefits	<input type="text"/>	<input type="text"/>
<b>Types of Jobs Created/Retained</b>		
<b>Job Category</b>	<b>Jobs Created</b>	<b>Jobs Retained</b>
Officials and Managers	<input type="text"/>	<input type="text"/>
Professional	<input type="text"/>	<input type="text"/>
Technicians	<input type="text"/>	<input type="text"/>
Sales	<input type="text"/>	<input type="text"/>
Office and Clerical	<input type="text"/>	<input type="text"/>
Craft Workers (Skilled)	<input type="text"/>	<input type="text"/>
Operatives (Semi-Skilled)	<input type="text"/>	<input type="text"/>
Laborers (Unskilled)	<input type="text"/>	<input type="text"/>
Service Workers	<input type="text"/>	<input type="text"/>
<input type="button" value="Save"/>   <input type="button" value="Save and Previous Page"/>   <input type="button" value="Cancel"/>		

For information on filling out these fields, see page 12-7.

This is the last LMC\* accomplishment screen. When you click <Save>, the Edit Activity screen (see page 3-7) will be displayed.



# **Chapter 11**

## **LMH ACCOMPLISHMENT SCREENS**

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This chapter covers the two accomplishment screens that are completed for activities with a national objective of:

- LMH     Low/mod housing benefit
- LMHS   Low/mod housing benefit, CDFI or NRSA

To access the accomplishment screens for an activity, go to the Edit Activity screen and click the <Add CDBG Accomp.> or <Edit CDBG Accomp.> button (see page 3-7).

## ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

The top of the first LMH\* accomplishment screen looks like this:

**Activity**  
Add CDBG Accomplishment Detail (Page 1)  
**14A - Rehab; Single-Unit Residential**

|  |

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**\* Indicates Required Field**

<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Major Home Repair	<b>Program Year/IDIS Project ID:</b> 2012/1
<b>IDIS Activity ID:</b> 1948	<b>Activity Owner:</b> TACOMA, WA	<b>Project Title:</b> TCRA Affordable Housing Fund
<b>National Objective:</b> LMH		

**\*Accomplishments for Program Year:** (tip)

**Accomplishment Narrative:** (maximum 4000 characters)

**\*Accomplishments**

Accomplishment Type	Proposed Units
10 - Housing Units	<input type="text"/>

Field	Description
Accomplishments for Program Year	<p>On the add screen, this field is blank. Enter the program year that you are reporting accomplishments for.</p> <p>On the edit screen, the program year is read-only. A new field, <b>SELECT ANOTHER YEAR</b>, is displayed for use with multi-year activities:</p> <div> <div>Accomplishments for Program Year: 2012</div> <div> <b>Select Another Year:</b>  <input type="text"/> <input type="button" value="Edit Selected Year"/> </div> </div> <p>For multi-year activities, make sure you input annual counts for the correct program year:</p> <ul style="list-style-type: none"> <li>To add accomplishments for the second and subsequent years of an activity, click the &lt;Add New Accomplishment Year&gt; button at the top/bottom of the screen, type in the new year, and enter the new accomplishments. Do not include accomplishments that have been reported in a previous year.</li> <li>Once accomplishments have been entered for more than one year, use the <b>SELECT ANOTHER YEAR</b> field to view accomplishments for a different year.</li> </ul>

Field	Description
	<ul style="list-style-type: none"><li>Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year you are reporting data for.</li></ul>
Accomplishment Narrative	<p>Describe the progress toward achieving accomplishments in the program year specified in the previous field.</p> <p>You may want to cite the percentage of the activity that has been completed, explain undue delays, provide a timeframe for completing the activity and meeting a national objective, and/or explain why accomplishments have not yet been reported.</p>
Accomplishments	
Accomplishment Type	This read-only field shows the accomplishment type assigned at activity setup (see page 4-4).
Proposed Units	This read-only field shows the proposed number of accomplishments entered at activity setup (see page 4-4).

## DIRECT BENEFIT DATA BY HOUSEHOLDS

For all LMH\* activities, race/ethnicity and income levels data are reported by households. Count each household as one, regardless of the number of persons in the household.

*Direct Benefit Data by Households						
Race/Ethnicity						
	Owner		Renter		Total Households	
Race	Total	Hispanic/Latino	Total	Hispanic/Latino	Total	Hispanic/Latino
Select Option					0	0
<b>Totals</b>	0	0	0	0	0	0
<b>Female-Headed Households</b> (tip)					0	
Add Another Race by Households						
Income Levels (tip)						
	Owner		Renter		Total	
<b>Extremely Low</b>					0	
<b>Low</b>					0	
<b>Moderate</b>					0	
<b>Non-Low/Moderate</b>					0	
<b>Totals</b>	0		0		0	
<b>Percent Low/Mod</b>	0 %		0 %		0 %	

The Renter fields are open for input only if the activity setup field INCLUDES RENTAL HOUSING is Yes (see page 4-10).

## Race/Ethnicity

Field	Description
Race	<p>Select the race for which household counts are to be entered. The HUD definitions are:</p> <p><b>White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><b>Black/African American:</b> A person having origins in any of the black racial groups of Africa.</p> <p><b>Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <p><b>American Indian/Alaskan Native:</b> A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.</p> <p><b>Native Hawaiian/Other Pacific Islander:</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p>



Field	Description
	<p><b>American Indian/Alaskan Native &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>Asian &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>Black/African American &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>American Indian/Alaskan Native &amp; Black/African American:</b> A person having these multiple racial origins as defined above.</p> <p><b>Other Multi-Racial:</b> Category used for reporting individual responses that are not included in any of the categories listed above.</p>
Owner: Total	Enter the number of owner households of this race.
Owner: Hispanic/Latino	Of the total owner households of this race, enter the number that are Hispanic/Latino.
Renter: Total	Enter the number of renter households of this race.
Renter: Hispanic/Latino	Of the total renter households of this race, enter the number that are Hispanic/Latino.
Total Households: Total	This read-only field shows the sum of OWNER TOTAL and RENTER TOTAL for this race.
Total Households: Hispanic/Latino	This read-only field shows the sum of OWNER HISPANIC/LATINO and RENTER HISPANIC/LATINO for this race.
Totals	These six read-only fields show the totals for all races.
Female-Headed Households: Owner	Of the total owner households of <u>all</u> races, enter the total number that are headed by females.
Female-Headed Households: Renter	Of the total renter households of <u>all</u> races, enter the total number that are headed by females.
<Add Another Race by Households> button	Click this button to add beneficiary counts for another race.

## Income Levels

It is important to always report income levels in the appropriate categories. Some grantees, solely to minimize data entry, report all beneficiaries in the Moderate income category. This practice conveys the impression in reports to Congress and other Federal oversight agencies that grantees are ignoring the program's legislative mandate not to benefit moderate-income persons to the exclusion of low-income persons.

Field	Description
Extremely Low: Owner and Renter	Enter the number of owner households and the number of renter households whose income is at or below 30% of the median family income for the area.
Extremely Low: Total	This read-only field shows the sum of the previous two fields.

Field	Description
Low: Owner and Renter	Enter the number of owner households and the number of renter households whose income is above 30% and at or below 50% of the median family income for the area.
Low: Total	This read-only field shows the sum of the previous two fields.
Moderate: Owner and Renter	Enter the number of owner households and the number of renter households whose income is above 50% and at or below 80% of the median family income for the area.
Moderate: Total	This read-only field shows the sum of the previous two fields.
Non-Low/Moderate: Owner and Renter	Enter the number of owner households and the number of renter households whose income is above 80% of the median family income for the area.
Totals	The Income Levels OWNER TOTAL must equal the Race/Ethnicity OWNER TOTAL and the Income Levels RENTER TOTAL must equal the Race/Ethnicity RENTAL TOTAL.
Percent Low/Mod	The calculation for each of these read-only fields showing the percentage of households that are low/mod is (EXTREMELY LOW + LOW + MODERATE) divided by TOTALS.

Additional data fields are displayed for some housing rehab activities (see next page). Otherwise, click the <Save and Continue> button to go to the second accomplishment screen.

## LEAD PAINT REQUIREMENTS

Information about compliance with lead paint requirements and lead hazard remediation is collected for all housing rehabilitation activities except those identified at activity setup (see page 4-13) as being limited to one or more of the following:

- Installing security devices or smoke detectors
- Operating a tool lending library
- Providing painting supplies/equipment
- Removing graffiti

For all other housing rehab activities (matrix codes 14A-14D, 14F-14J, and 16A), the following fields are displayed:

Lead Paint	
<b>*Applicable Lead Paint Requirement:</b>	
	<b># Units</b>
Housing constructed before 1978	<input type="text"/>
Exempt: housing constructed 1978 or later ⓘ	<input type="text"/>
Exempt: Hard costs <= \$5,000	<input type="text"/>
Otherwise exempt ⓘ	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>

Field	Description
Housing Constructed Before 1978	Enter the number of housing units that were constructed before 1978.
Exempt: housing constructed 1978 or later	Enter the number of units for which construction was completed on or after January 1, 1978 or, in the case of jurisdictions which banned the sale or residential use of lead-containing paint prior to 1978, an earlier date as HUD may designate (see 24 CFR 35.160).
Exempt: Hard costs <= \$5,000	Displayed for all but matrix code 14A. Enter the number of units for which the per-unit hard costs of rehabilitation were \$5,000 or less.
Exempt: No paint disturbed	Displayed for matrix code 14A only. Enter the number of units where paint surfaces were not disturbed.
Otherwise exempt	Enter the number of units in this activity to which one or more of the following apply: <ul style="list-style-type: none"> <li>• 0 bedrooms</li> <li>• Elderly/disabled person(s) with no children under the age of 6</li> <li>• Lead-based paint free</li> <li>• Used no more than 100 days per year</li> </ul>

These fields are displayed for all the housing rehab matrix codes except 14G:

<b>*Lead Hazard Remediation Actions: (For rehabilitation only)</b>	
	<b># Units</b>
Lead Safe Work Practices (24 CFR 35.930(b)) (Hard costs <= \$5,000)	<input type="text"/>
Interim Controls or Standard Practices (24 CFR 35.930(c)) (Hard costs \$5,000 - \$25,000)	<input type="text"/>
Abatement (24 CFR 35.930(d)) (Hard costs > \$25,000)	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>

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Field	Description
Lead Safe Work Practices (24 CFR 35.930(b))	Where hard costs are less than \$5,000, enter the number of housing units for which lead safe work practices were conducted
Interim Controls or Standard Practices (24 CFR 35.930(c))	When hard costs are \$5,000 to \$25,000, enter the number of units for which interim controls or standard practices were conducted.
Abatement (24 CFR 35.930(d))	When hard costs are greater than \$25,000, enter the number of units for which abatement was conducted.

The fields below are displayed for activities with a matrix code of **14G**.

When the sole function of the activity is to acquire the property, fill in the first block of input fields (highlighted in blue). When the activity's functions include both acquisition and rehabilitation, fill in the set of input fields highlighted in green.

<b>*Lead Hazard Remediation Actions: (For acquisition only)</b>	
	<b># Units</b>
Visual Assessment/Paint Stabilization (24 CFR 35.1015)	<input type="text"/>
Other Actions required by Local/State Codes	<input type="text"/>
<b>*Lead Hazard Remediation Actions: (For acquisition and rehabilitation)</b>	
	<b># Units</b>
Lead Safe Work Practices (24 CFR 35.930(b)) (Hard costs <= \$5,000)	<input type="text"/>
Interim Controls or Standard Practices (24 CFR 35.930(c)) (Hard costs \$5,000 - \$25,000)	<input type="text"/>
Abatement (24 CFR 35.930(d)) (Hard costs > \$25,000)	<input type="text"/>
<b>Total for Lead Hazard Remediation Actions</b>	
	<input type="text" value="0"/>
<input type="button" value="Save"/>   <input type="button" value="Save and Continue"/>   <input type="button" value="Cancel"/>   <input type="button" value="Delete"/>	
<input type="button" value="View Totals All Years"/>   <input type="button" value="Add New Accomplishment Year"/>	

Field	Description
Lead Hazard Remediation Actions <b>(For acquisition only)</b>	
Visual Assessment/ Paint Stabilization 24 CFR 35.1015	Enter the number of housing units in this activity for which a visual assessment or paint stabilization was conducted.
Other Actions Required by Local/State Codes	Enter the number of housing units in this activity for which other remediation actions were required by a State or local jurisdiction.
Lead Hazard Remediation Actions <b>(For acquisition and rehabilitation)</b>	See the previous page for definitions of these fields.

## ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

Performance measures are entered on the second accomplishment screen. The top part of the screen identifies the activity you are processing:

**Activity**  
 Edit CDBG Accomplishment Detail (Page 2)  
**14A - Rehab; Single-Unit Residential**  
 • CDBG Accomplishment has been saved successfully.

Save | Save and Previous Page | Cancel

\* Indicates Required Field

<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Major Home Repair	<b>Program Year/IDIS Project ID:</b> 2012/1
<b>IDIS Activity ID:</b> 1948	<b>Activity Owner:</b> TACOMA, WA	<b>Project Title:</b> TCRA Affordable Housing Fund
<b>National Objective:</b> LMH		
<b>Accomplishments for Program Year:</b> 2012		

Notice that ACCOMPLISHMENTS FOR PROGRAM YEAR is now a protected field. It can only be changed on the previous screen.

The performance measures data you are asked to provide depends chiefly on the activity's matrix code, as outlined below.

### Rehab Activities

Matrix Code	Performance Measure	See Page
14A-14D, 14F-14I if owner data reported	Homeowner Rehab	11-12
14A-14D, 14F-14I if renter data reported	Rental Rehab	11-13

### Acquisition and New Construction Activities

Matrix Code	Performance Measure	See Page
01, 12 if owner data reported	Acquisition/Construction New Homeowner Homeowner Rehab (matrix code 01 only)	11-15
01, 12 if renter data reported	Construction of Rental Units	11-17

## Other Housing Activities

Matrix Code	Performance Measure	See Page
03H-03L	Public Facilities & Infrastructure	11-19
05R-05T	Public Services	11-20
05R, 13	Direct Financial Assistance to Homebuyers	11-21
05S	Short-Term Rental Assistance	11-22
05T, HELP PREVENT HOMELESSNESS is Yes	Homelessness Prevention	11-23

## HOMEOWNER REHAB

This block of data items is displayed for LMH\* activities with a matrix code of 01, 14A-14D, or 14F-14I provided you entered owner data on the first accomplishment screen:

Homeowner Rehab	
Total Owner Units: <small>(tip)</small>	
<input type="text" value="25"/>	
Of the Total Owner Units, Number of:	
	Number of Units
Units Occupied by Elderly	<input type="text"/>
Units Moved from Substandard to Standard (HQS or Local Code)	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	<input type="text"/>

Field	Description
Total Owner Units	This read-only field shows the total number of owner households reported on the previous screen.
Of the Total Owner Units, Number of:	
Units Occupied by Elderly	Of the TOTAL OWNER UNITS, enter the number occupied by one or more persons age 62 or over.
Units Moved from Substandard to Standard (HQS or Local Code)	Of the TOTAL OWNER UNITS, enter the number that were substandard prior to rehabilitation that now meet Housing Quality Standards or local code. This is not a requirement under CDBG, but any units that have been brought from substandard to standard condition should be reported.
Section 504 Accessible Units	Of the TOTAL OWNER UNITS, enter the number that meet Uniform Federal Accessibility Standards (UFAS). See <a href="http://www.access-board.gov/ufas/ufas-html/ufas.htm">www.access-board.gov/ufas/ufas-html/ufas.htm</a> for more information.
Units Qualified as Energy Star	Of the TOTAL OWNER UNITS, enter the number qualifying for Energy Star certification. See Appendix G for guidelines on correctly reporting Energy Star units.
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	<p>Of the TOTAL OWNER UNITS, enter the number made lead-safe. The only units to be included in the count are pre-1978 units where the rehabilitation work exceeds the \$5,000 threshold.</p> <p>Do not count units that are free of lead-based paint (e.g., built in 1978 or later, a lead-based paint inspection report shows no lead paint) or units where the rehabilitation does not address all surfaces that could pose a lead hazard (e.g., rehabilitation work less than \$5,000 a unit).</p>



## RENTAL REHAB

This block of data items is displayed for LMH\* activities with a matrix code of 14A-14D or 14F-14I provided you entered renter data on the first accomplishment screen:

**Rental Rehab**

**Total Rental Units:** (tip)

**Of the Total Rental Units, Number of:**

	Number of Units
Affordable Units	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Brought from Substandard to Standard Condition (HQS or Local Code)	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	<input type="text"/>
Units Created Through Conversion of Non-Residential to Residential Buildings	<input type="text"/>

**Of the Total Affordable Units, Number of:**

	Number of Units
Units Occupied by Elderly	<input type="text"/>
Years of Affordability Guaranteed	<input type="text"/>
Units Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program	<input type="text"/>
Units Designated for Persons with HIV/AIDS Including Units Receiving Assistance for Operations	<input type="text"/>
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	<input type="text"/>
Permanent Housing Units Designated for Homeless Persons and Families, Including Units Receiving Assistance for Operations	<input type="text"/>
Of Permanent Housing Units Designated for Homeless, Number for the Chronically Homeless	<input type="text"/>

|  |

Field	Description
Total Rental Units	This read-only field shows the total number of renter households reported on the previous screen.
Of the Total Rental Units:	
Affordable Units	Of the TOTAL RENTAL UNITS, enter the number that are affordable according to definitions of affordability established by the grantee.
Section 504 Accessible Units	Of the TOTAL RENTAL UNITS, enter the number that meet Uniform Federal Accessibility Standards (UFAS). See <a href="http://www.access-board.gov/ufas/ufas-html/ufas.htm">www.access-board.gov/ufas/ufas-html/ufas.htm</a> for more information.
Brought from Substandard to Standard Condition (HQS or Local Code)	Of the TOTAL RENTAL UNITS, enter the number that were substandard prior to rehabilitation that now meet Housing Quality Standards or local code, whichever is applicable. This is not a CDBG requirement, but any units brought from substandard to standard condition should be reported.

Field	Description
Units Qualified as Energy Star	Of the TOTAL RENTAL UNITS, enter the number qualifying for Energy Star certification. See Appendix G for guidelines on correctly reporting Energy Star units.
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	Of the TOTAL RENTAL UNITS, enter the number made lead-safe. The only units to be included in the count are pre-1978 units where the rehabilitation work exceeds the \$5,000 threshold.  Do not count units that are free of lead-based paint (e.g., built in 1978 or later, a lead-based paint inspection report shows no lead paint) or units where the rehabilitation does not address all surfaces that could pose a lead hazard (e.g., rehabilitation work less than \$5,000 a unit).
Units Created Through Conversion of Non-Residential to Residential Buildings	Of the TOTAL RENTAL UNITS, enter the number that were created by converting non-residential buildings to residential buildings.
Of the Total Affordable Units, Number of:	
Units Occupied by Elderly	Of the AFFORDABLE UNITS, enter the number occupied by one or more persons age 62 or over.
Years of Affordability Guaranteed	Enter the total number of years of affordability the grantee has imposed for the units being reported.
Units Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program	Of the AFFORDABLE UNITS, enter the number that are subsidized with project-based rental assistance. Note that this only applies to assistance that is project-based: if the assistance is portable (e.g., Section 8 vouchers), do not include the unit(s) in your count.
Units Designated for Persons with HIV/AIDS	Of the AFFORDABLE UNITS, enter the number designated for persons with HIV/AIDS, including units receiving assistance for operations.
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	Of the UNITS DESIGNATED FOR PERSONS WITH HIV/AIDS, enter the number designated for the chronically homeless, including units receiving assistance for operations.  See Appendix J for HUD's definition of "chronically homeless."
Permanent Housing Units Designated for Homeless Persons and Families	Of the AFFORDABLE UNITS, enter the number of permanent housing units designated for the homeless.  See Appendix J for the HUD definition of "homeless."
Of Permanent Housing Units Designated for Homeless Persons and Families, Number for the Chronically Homeless	Of the PERMANENT HOUSING UNITS DESIGNATED FOR HOMELESS PERSONS AND FAMILIES, enter the number designated for the chronically homeless (see Appendix J for definition).

## ACQUISITION/CONSTRUCTION NEW HOMEOWNER

This block of data items is displayed for an LMH\* activity only when the matrix code is 01 or 12 and owner data have been input on the first accomplishment screen:

Acquisition/Construction New Homeowner	
<b>Total Owner Units:</b> (tip)	
<input type="text" value="18"/>	
<b>Of the Total Owner Units, Number of:</b>	
	<b>Number of Units</b>
Affordable Units	<input type="text"/>
Years of Affordability Guaranteed	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Households previously living in subsidized housing	<input type="text"/>
<b>Of the Total Affordable Units, Number of:</b>	
	<b>Number of Units</b>
Units Occupied by Elderly	<input type="text"/>
Units Specifically Designated for Persons with HIV/AIDS	<input type="text"/>
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	<input type="text"/>
Units Specifically Designated for Homeless	<input type="text"/>
Of Units Designated for Homeless, Number Specifically for Chronically Homeless	<input type="text"/>

Field	Description
Total Owner Units	This read-only field shows the total number of owner households reported on the first accomplishment screen.
Of the Total Owner Units, Number of:	
Affordable Units	Of the TOTAL OWNER UNITS, enter the number that are affordable according to definitions of affordability established by the grantee.
Years of Affordability Guaranteed	Enter the total number of years of affordability the grantee has imposed for the units being reported.
Section 504 Accessible Units	Of the TOTAL OWNER UNITS, enter the number that meet Uniform Federal Accessibility Standards (UFAS). See <a href="http://www.access-board.gov/ufas/ufas-html/ufas.htm">www.access-board.gov/ufas/ufas-html/ufas.htm</a> for more information.
Units Qualified as Energy Star	Of the TOTAL OWNER UNITS, enter the number qualifying for Energy Star certification. See Appendix G for guidelines on correctly reporting Energy Star units.
Households previously living in subsidized housing	Of the TOTAL OWNER UNITS, enter the number of households that were living in public housing or receiving rental assistance from a federal, state, or local program immediately prior to CDBG assistance.

Field	Description
Of the Total Affordable Units, Number of:	
Units Occupied by Elderly	Of the AFFORDABLE UNITS, enter the number occupied by one or more persons age 62 or over.
Units Specifically Designated for Persons with HIV/AIDS	Of the AFFORDABLE UNITS, enter the number designated for persons with HIV/AIDS.
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	Of the UNITS SPECIFICALLY DESIGNATED FOR PERSONS WITH HIV/AIDS, enter the number designated for those who are chronically homeless. See Appendix J for HUD's definition of "chronically homeless."
Units Specifically Designated for Homeless	Of the AFFORDABLE UNITS, enter the number designated for the homeless. See Appendix J for the HUD definition of "homeless."
Of Units Designated for Homeless, Number Specifically for Chronically Homeless	Of the UNITS SPECIFICALLY DESIGNATED FOR HOMELESS, enter the number designated for those who are chronically homeless (see Appendix J for definition).

For matrix code 01 only, the homeowner rehab data fields are also displayed:

**Homeowner Rehab**

**Total Owner Units:** (tip)

**Of the Total Owner Units, Number of:**

	Number of Units
Units Occupied by Elderly	<input type="text"/>
Units Moved from Substandard to Standard (HQS or Local Code)	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	<input type="text"/>

|  |

They are defined on page 11-12.

## CONSTRUCTION OF RENTAL UNITS

This block of data items is displayed for an LMH\* activity only when the matrix code is 01 or 12 and renter data have been input on the first accomplishment screen:

Construction of Rental Units	
<b>Total Rental Units:</b> (tip)	
<input type="text" value="7"/>	
<b>Of the Total Rental Units, Number of:</b>	
	Number of Units
Affordable Units	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
<b>Of the Affordable Units, Number of:</b>	
	Number of Units
Units Occupied by Elderly	<input type="text"/>
Years of Affordability Guaranteed	<input type="text"/>
Units Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program	<input type="text"/>
Units Designated for Persons with HIV/AIDS Including Units Receiving Assistance for Operations	<input type="text"/>
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	<input type="text"/>
Permanent Housing Units Designated for Homeless Persons and Families, Including Units Receiving Assistance for Operations	<input type="text"/>
Of Permanent Housing Units Designated for Homeless, Number for the Chronically Homeless	<input type="text"/>

Field	Description
Total Rental Units	This read-only field shows the total number of renter households reported on the previous screen.
Of the Total Rental Units, Number of:	
Affordable Units	Of the TOTAL RENTAL UNITS, enter the number that are affordable according to definitions of affordability established by the grantee.
Section 504 Accessible Units	Of the TOTAL RENTAL UNITS, enter the number that meet Uniform Federal Accessibility Standards (UFAS). See <a href="http://www.access-board.gov/ufas/ufas-html/ufas.htm">www.access-board.gov/ufas/ufas-html/ufas.htm</a> for more information.
Units Qualified as Energy Star	Of the TOTAL RENTAL UNITS, enter the number qualifying for Energy Star certification. See Appendix G for guidelines on correctly reporting Energy Star units.
Of the Affordable Units, Number of:	
Units Occupied by Elderly	Of the AFFORDABLE UNITS, enter the number occupied by one or more persons age 62 or over.
Years of Affordability Guaranteed	Enter the total number of years of affordability the grantee has imposed for the units being reported.

Field	Description
Units Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program	Of the AFFORDABLE UNITS, enter the number that are subsidized with project-based rental assistance. Note that this only applies to assistance that is project-based: if the assistance is portable (e.g., Section 8 vouchers), do not include the unit(s) in your count.
Units Designated for Persons with HIV/AIDS, Including Units Receiving Assistance for Operations	Of the AFFORDABLE UNITS, enter the number designated for persons with HIV/AIDS.
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	Of the UNITS DESIGNATED FOR PERSONS WITH HIV/AIDS, enter the number designated for the chronically homeless. See Appendix J for HUD's definition of "chronically homeless."
Permanent Housing Units Designated for Homeless Persons and Families	Of the AFFORDABLE UNITS, enter the number of permanent housing units designated for the homeless, including units receiving assistance for operations. See Appendix J for the HUD definition of "homeless."
Of Permanent Housing Units Designated for Homeless Persons and Families, Number for the Chronically Homeless	Of the PERMANENT HOUSING UNITS DESIGNATED FOR HOMELESS PERSONS AND FAMILIES, enter the number designated for the chronically homeless (see Appendix J for definition).

## PUBLIC FACILITIES & INFRASTRUCTURE

This block of data fields is displayed for LMH\* activities with a matrix code of 03H – 03L:

**Public Facilities & Infrastructure**

**Total Households Assisted :**

**Of the Total Households, Number of:**

	Number of Households
With New Access to this type of Public Facility or Infrastructure Improvement	<input type="text"/>
With Improved Access to this Type of Public Facility or Infrastructure Improvement	<input type="text"/>
With access to Public Facility or Infrastructure that is No Longer Substandard	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>

|  |

Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the Page 1 accomplishment screen.
Of the Total Households, Number:	
With New Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides a new facility/improvement, enter the number of households with access. If the activity is funded in subsequent years, households benefiting in the subsequent years continue to be reported as having new access.
With Improved Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides improved access to a facility/improvement, enter the number of households who have improved access.
With Access to Public Facility or Infrastructure that is No Longer Substandard	When the activity provides access to a facility/improvement that is no longer substandard, enter the number of households no longer subject to substandard facilities.
Total	This read-only field must equal the number in TOTAL HOUSEHOLDS ASSISTED before the activity can be completed.

## PUBLIC SERVICES

This information is collected for LMH\* activities with a matrix code of 05R, 05S, or 05T:

Public Services	
Total Households Assisted :	
<input type="text" value="25"/>	
Of the Total Households, Number of:	
	Number of Households
With New or Continuing Access to a Service or Benefit	<input type="text"/>
With Improved Access to a Service or Benefit	<input type="text"/>
Receive a Service or Benefit that is No Longer Substandard	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>

Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Total Households, Number:	
With New or Continuing Access to a Service or Benefit	When the activity provides a new service, enter the number of households with access to the service or benefit. If the activity is funded in subsequent years, households benefiting in the subsequent years continue to be reported as having new access.
With Improved Access to a Service or Benefit	When the activity provides improved access to a service, enter the number of persons/households who have improved access.
Receive a Service or Benefit that is No Longer Substandard	When the activity provides a service that is no longer substandard, enter the number of persons/households no longer subject to a substandard service.
Total	This read-only field must equal the number in TOTAL HOUSEHOLDS ASSISTED before the activity can be completed.



## DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS

The block of fields below is collected for LMH\* activities with a matrix code of 05R or 13.

Note: For matrix code 05R and 13 activities, it is only here that you may report the number of first-time homebuyers receiving housing counseling. The number of households receiving housing counseling should not be reported in any other fields. Only for activities with a matrix code of 05U-Housing Counseling may grantees report the number of households receiving housing counseling as the accomplishment.

**Direct Financial Assistance to Homebuyers**

**Total Households Assisted:** (tip)

**Of the Total Households, Number of:**

	Number of Households
<b>First-Time Homebuyers</b>	<input type="text"/>
<b>Of the Number of First-Time Homebuyers, Number Receiving Housing Counseling</b>	<input type="text"/>
<b>Downpayment Assistance/Closing Costs</b>	<input type="text"/>

|  |

Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Total Households, Number of:	
First-Time Homebuyers	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that are first-time homebuyers.
Of the Number of First-Time Homebuyers, Number Receiving Housing Counseling	Of the households that are first-time homebuyers, enter the number receiving housing counseling. This cannot exceed FIRST-TIME HOMEBUYERS.
Downpayment Assistance/Closing Costs	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number receiving downpayment assistance and/or assistance with closing costs.

## SHORT-TERM RENTAL ASSISTANCE

This block of data fields is displayed for LMH\* activities with a matrix code of 5S:

**Short-Term Rental Assistance**

**Total Households Assisted:**

**Of the Households Assisted, the Number:**

	Number of Households
Receiving short-term rental assistance (not more than three months)	<input type="text"/>
That were previously homeless	<input type="text"/>
Of those, the number that were chronically homeless	<input type="text"/>

|  |

Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Households Assisted, the Number:	
Receiving short-term rental assistance (not more than three months)	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that received short-term rental assistance.
That were previously homeless	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that were previously homeless.  See Appendix J for the HUD definition of "homeless."
Of those, the number that were chronically homeless	Of the households THAT WERE PREVIOUSLY HOMELESS, enter the number that were chronically homeless.  See Appendix J for HUD's definition of "chronically homeless."

## HOMELESSNESS PREVENTION

These data fields are displayed for LMH\* activities with a matrix code of 05T if the HELP PREVENT HOMELESSNESS field on the Page 1 activity setup screen (see page 4-5) is Yes:

Homeless Prevention

Total Households Assisted:

7

Of the Total Households Assisted, Number of:

	Number of Households
Receiving Emergency Financial Assistance to Prevent Homelessness	
Receiving Emergency Legal Assistance to Prevent Homelessness	

Save

Save and Previous Page

Cancel

Field	Description
Total Persons Assisted	This read-only field shows the total number of persons reported on the previous screen.
Of the Total Persons Assisted, the Number:	
Receiving Emergency Financial Assistance...	Of the TOTAL PERSONS ASSISTED, enter the number that received short-term rental assistance.
Receiving Emergency Legal Assistance...	Leave this field blank—it is not applicable when the matrix code is 05T – Security Deposits.

This is the last LMH\* accomplishment screen. When you click <Save>, the Edit Activity screen (see page 3-7) will be displayed.







## **Chapter 12**

### **LMJ ACCOMPLISHMENT SCREENS**

---

This chapter covers the two accomplishment screens that are completed for activities with a national objective of:

- LMJ      Low/mod job creation and retention
- LMJFI   Low/mod job creation and retention, public facility/improvement benefit
- LMJP    Low/mod job creation and retention, location-based

To access the accomplishment screens for an activity, go to the Edit Activity screen and click the <Add CDBG Accomp.> or <Edit CDBG Accomp.> button (see page 3-7).

## ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

The first accomplishment screen is the same for all LMJ activities. The top part of the screen looks like this:

**Activity**  
**Add CDBG Accomplishment Detail (Page 1)**  
**18B - ED Technical Assistance**

|  |   
 |

**\* Indicates Required Field**

<b>Grantee/PJ Activity ID:</b> 38-ED3810 / C-120622	<b>Activity Name:</b> Valley Economic Development Corp	<b>Program Year/IDIS Project ID:</b> 2012/59
<b>IDIS Activity ID:</b> 13028	<b>Activity Owner:</b> LOS ANGELES, CA	<b>Project Title:</b> West Valley Business Assistance Program
<b>National Objective:</b> LMJ		

**\*Accomplishments for Program Year: (tip)**

**Accomplishment Narrative:** (maximum 4000 characters)

**\*Accomplishments**

Accomplishment Type	Proposed Units
13 - Jobs	<input type="text"/>

Field	Description
Accomplishments for Program Year	<p>On the add screen, this field is blank. Enter the program year that you are reporting accomplishments for.</p> <p>On the edit screen, the program year is read-only. A new field, SELECT ANOTHER YEAR, is displayed for use with multi-year activities:</p> <div> Accomplishments for Program Year: 2012 Select Another Year: <input type="text"/> <input type="button" value="Edit Selected Year"/> </div> <p>For multi-year activities, make sure you input annual counts for the correct program year:</p> <ul style="list-style-type: none"> <li>To add accomplishments for the second and subsequent years of an activity, click the &lt;Add New Accomplishment Year&gt; button at the top/bottom of the screen, type in the new year, and enter the new accomplishments. Do not include accomplishments that have been reported in a previous year.</li> <li>Once accomplishments have been entered for more than one year, use the SELECT ANOTHER YEAR field to view accomplishments for a different year.</li> </ul>



Field	Description
	<ul style="list-style-type: none"><li>Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year you are reporting data for.</li></ul>
Accomplishment Narrative	<p>Describe the progress toward achieving accomplishments in the program year specified in the previous field.</p> <p>You may want to cite the percentage of the activity that has been completed, explain undue delays, provide a timeframe for completing the activity and meeting a national objective, and/or explain why accomplishments have not yet been reported.</p>
Accomplishments	
Accomplishment Type	This read-only field shows the accomplishment type assigned at activity setup (see page 4-4).
Proposed Units	This read-only field shows the proposed number of accomplishments entered at activity setup (see page 4-4).

## DIRECT BENEFIT DATA BY PERSONS

For all LMJ\* activities, race/ethnicity and income levels data are reported by persons:

*Direct Benefit Data by Persons		
<b>Race/Ethnicity</b>		
<b>Race</b>	<b>Total</b>	<b>Hispanic/Latino</b>
Select Option		
<b>Totals</b>	0	0
<input type="button" value="Add Another Race by Persons"/>		
<b>Income Levels</b>		
	<b>Total</b>	
<b>Extremely Low</b>		
<b>Low</b>		
<b>Moderate</b>		
<b>Non-Low/Moderate</b>		
<b>Totals</b>	0	
<b>Percent Low/Mod</b>		%

## Race/Ethnicity

Field	Description
Race	<p>Select the race for which counts by persons are to be entered. The HUD definitions are:</p> <p><b>White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><b>Black/African American:</b> A person having origins in any of the black racial groups of Africa.</p> <p><b>Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippines, Thailand, and Vietnam.</p> <p><b>American Indian/Alaskan Native:</b> A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.</p> <p><b>Native Hawaiian/Other Pacific Islander:</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><b>American Indian/Alaskan Native &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>Asian &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>Black/African American &amp; White:</b> A person having these multiple racial origins as defined above.</p>

Field	Description
	<b>American Indian/Alaskan Native &amp; Black/African American:</b> A person having these multiple racial origins as defined above.  <b>Other Multi-Racial:</b> Category used for reporting individual responses that are not included in any of the categories listed above.
Total	Enter the total number of beneficiaries of this race.
Hispanic/Latino	Of the total beneficiaries of this race, enter the number who are Hispanic/Latino.
Totals: Total	This read-only field shows the total number of beneficiaries of all races.
Totals: Hispanic/Latino	This read-only field shows the total number of beneficiaries of all races who are Hispanic.
<Add Another Race by Persons> button	Click this button to add beneficiary counts for another race.

## Income Levels

It is important to always report income levels in the appropriate categories. Some grantees, solely to minimize data entry, report all beneficiaries in the Moderate income category. This practice conveys the impression in reports to Congress and other Federal oversight agencies that grantees are ignoring the program's legislative mandate not to benefit moderate-income persons to the exclusion of low-income persons.

Field	Description
Extremely Low	Enter the number of persons benefiting whose income is at or below 30% of the median family income for the area.
Low	Enter the number of persons benefiting whose income is above 30% and at or below 50% of the median family income for the area.
Moderate	Enter the number of persons benefiting whose income is above 50% and at or below 80% of the median family income for the area.
Non-Low/Moderate	Enter the number of persons benefiting whose income is above 80% of the median family income for the area.
Totals	This read-only field shows the sum of the values input in the previous four fields.  The Income Levels TOTALS field and the Race/Ethnicity TOTALS by race field must be equal.
Percent Low/Mod	This read-only field shows the percentage of beneficiaries who are low/mod. It is equal to (EXTREMELY LOW + LOW + MODERATE) divided by TOTALS.

## JOB CREATION/RETENTION

Job creation and retention data are reported for all LMJ\* activities:

**Jobs**

**\* Job Creation/Retention**

	Total Job Count		Total Weekly Hours		Percent
	Full Time	Full Time Low/Mod	Part Time (tip)	Part Time Low/Mod (tip)	Low/Mod Jobs
Actually Created	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 0 %
Actually Retained	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 0 %

Actual FTE Jobs: (tip)

0

|  |

|

Field	Description
Actually Created	
Total Job Count Full Time	Enter the total number of full-time jobs created.
Total Job Count Full Time Low/Mod	Of the total number of full-time jobs created, enter the number created for LMI persons.
Total Weekly Hours Part Time	Enter the total number of weekly part-time job <i>hours</i> ( <u>not</u> the number of part-time jobs) created.
Total Weekly Hours Part Time Low/Mod	Of the total number of weekly part-time job hours created, enter the number created for LMI persons.
Actually Retained	
Total Job Count Full Time	Enter the total number of full-time jobs retained.
Total Job Count Full Time Low/Mod	Of the total number of full-time jobs retained, enter the number retained for LMI persons.
Total Weekly Hours Part Time	Enter the total number of weekly part-time job <i>hours</i> ( <u>not</u> the number of part-time jobs) retained.
Total Weekly Hours Part Time Low/Mod	Of the total number of weekly part-time job hours retained, enter the number retained for LMI persons.
Actual FTE Jobs	This read-only field shows the number of full-time equivalent (FTE) jobs created and/or retained. To determine compliance with the national objective, part-time hours are converted to FTEs on the basis of one FTE equaling 40 hours.

## ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

On the second accomplishment screen, job performance measures are reported for all LMJ\* activities:

**Activity**  
**Edit CDBG Accomplishment Detail (Page 2)**  
**18B - ED Technical Assistance**  

- CDBG Accomplishment has been saved successfully.

|  |

**\* Indicates Required Field**

<b>Grantee/PJ Activity ID:</b> 38-ED3810 / C-120622	<b>Activity Name:</b> Valley Economic Development Corp	<b>Program Year/IDIS Project ID:</b> 2012/59
<b>IDIS Activity ID:</b> 13028	<b>Activity Owner:</b> LOS ANGELES, CA	<b>Project Title:</b> West Valley Business Assistance Program
<b>National Objective:</b> LMJ		

**Accomplishments for Program Year:**  
2012

**Job Performance Measures**

**Actual FTE Jobs Created:**  **Actual FTE Jobs Retained:**

**Created**

	Total
Of Jobs Created, Number of Jobs With Employer Sponsored Health Care Benefits	<input type="text"/>
Of Jobs Created, Number of Persons Unemployed Prior to Taking Jobs Created Under this Activity	<input type="text"/>

**Retained**

	Total
Of Jobs Retained, Number of Jobs With Employer Sponsored Health Care Benefits	<input type="text"/>

**Types of Jobs Created/Retained**

Job Category	Jobs Created	Jobs Retained
Officials and Managers	<input type="text"/>	<input type="text"/>
Professional	<input type="text"/>	<input type="text"/>
Technicians	<input type="text"/>	<input type="text"/>
Sales	<input type="text"/>	<input type="text"/>
Office and Clerical	<input type="text"/>	<input type="text"/>
Craft Workers (Skilled)	<input type="text"/>	<input type="text"/>
Operatives (Semi-Skilled)	<input type="text"/>	<input type="text"/>
Laborers (Unskilled)	<input type="text"/>	<input type="text"/>
Service Workers	<input type="text"/>	<input type="text"/>

Field	Description
Fields in gray box	<p>These read-only fields identify the activity you are processing.</p> <p>Notice that ACCOMPLISHMENTS FOR PROGRAM YEAR is now a protected field. It can only be changed on the previous screen.</p>

Field	Description
Actual FTE Jobs Created	This read-only field shows the number of FTE (full-time equivalent) jobs created from the previous screen.
Actual FTE Jobs Retained	This read-only field shows the number of FTE jobs retained from the previous screen.
Created	
Of Jobs Created, Number of Jobs with Employer Sponsored Health Care Benefits	Enter a value only if ACTUAL FTE JOBS CREATED is greater than zero.
Of Jobs Created, Number of Persons Unemployed Prior to Taking Jobs Created Under this Activity	Enter a value only if ACTUAL FTE JOBS CREATED is greater than zero.
Retained	
Of Jobs Retained, Number of Jobs with Employer Sponsored Health Care Benefits	Enter a value only if ACTUAL FTE JOBS RETAINED is greater than zero.
Types of Jobs Created/Retained	<p>For each of the nine job categories, enter the number of jobs created in this program year in the first column and the number of jobs retained in this program year in the second column.</p> <p>The job categories are based on Economic Development Administration (EDA) job classifications, and are defined in Appendix H.</p> <p>If ACTUAL FTE JOBS CREATED is greater than zero, the sum of the values entered in the Jobs Created column must be greater than zero before you will be allowed to complete the activity.</p> <p>If ACTUAL FTE JOBS RETAINED is greater than zero, the sum of the values entered in the Jobs Retained column must be greater than zero before you will be allowed to complete the activity.</p>

## ASSISTANCE TO BUSINESSES

These fields are displayed for LMJ\* activities when the matrix code is 14E, 17\*, or 18\*:

Assistance to Businesses			
	Total	Number Expanding	Number Relocating
New Businesses Assisted	<input type="text"/>		
Existing Businesses Assisted	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0 <input type="text"/>		

	Total
Number of Business Facades/Buildings Rehabilitated	<input type="text"/>
Number of Businesses Assisted that Provide Goods or Services to Meet the Needs of a Service Area	<input type="text"/>

**Specify DUNS # for Each Business Assisted**

DUNS #:	<input type="text"/>	Ext:	<input type="text"/>
<input type="button" value="Add Another DUNS #"/>			

**If the matrix code is 18A or 18C:** The fact that this screen lets you report more than one business assisted does not mean that assistance to individual businesses under 18A or 18C may be aggregated in one activity. Unless the activity is one identified at 570.208(a)(4)(vi) for which job aggregation is allowed, each business assisted under 18A or 18C must be set up as a separate activity.

Field	Description
New Businesses Assisted	Enter the number of start-up businesses assisted.
Existing Businesses Assisted	Enter the number of existing businesses assisted.
Number Expanding	Of the EXISTING BUSINESSES ASSISTED, enter the number that are expanding as a result of the assistance.
Number Relocating	Of the EXISTING BUSINESSES ASSISTED, enter the number that are relocating as a result of the assistance.
Total	A read-only field showing the total number of new and existing businesses assisted.
Number of Business Facades/Buildings Rehabilitated	Of the TOTAL businesses, enter the number receiving assistance for the rehabilitation of business facades/buildings.
Number of Businesses that Provide Goods or Services to Meet the Needs...	Of the TOTAL businesses, enter the number providing goods or services to meet the needs of a service area, neighborhood, or community.
Specify DUNS # for Each Business Assisted	A DUNS number is required for a business that receives direct financial assistance. Otherwise it is optional.
DUNS # / Ext.	Enter the 9-digit DUNS number and the 4-digit extension.
<Add Another DUNS # >	For activities where aggregation of businesses is permitted, click this button to add a DUNS # for another business.

This is the last LMJ\* accomplishment screen. When you click <Save>, the Edit Activity screen (see page 3-7) will be displayed.









## **Chapter 13**

### **SB\*/URG ACCOMPLISHMENT SCREENS**

---

This chapter covers the accomplishment screens that are completed for activities with a national objective of:

- SBA Slum/blight area benefit
- SBR Slum/blight, urban renewal areas
- SBS Slum/blight, spot basis
- URG Urgent need

To access the accomplishment screens for an activity, go to the Edit Activity screen and click the <Add CDBG Accomp.> or <Edit CDBG Accomp.> button (see page 3-7).

## ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

The first accomplishment screen shows these fields for all SB\*/URG activities:

**Activity**  
**Add CDBG Accomplishment Detail (Page 1)**  
**03A - Senior Centers**

|  |

**\* Indicates Required Field**

<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Woodmont Senior Center	<b>Program Year/IDIS Project ID:</b> 2012/7
<b>IDIS Activity ID:</b> 2210	<b>Activity Owner:</b> SCRANTON, PA	<b>Project Title:</b> Public Facilities
<b>National Objective:</b> SBS		

**\*Accomplishments for Program Year: (tip)**

**Accomplishment Narrative: (maximum 4000 characters)**

**\*Accomplishments**

Accomplishment Type	Proposed Units	Actual Units (tip)
11 - Public Facilities	<input type="text"/>	<input type="text"/>

Field	Description
Accomplishments for Program Year	<p>On the add screen, this field is blank. Enter the program year that you are reporting accomplishments for.</p> <p>On the edit screen, the program year is read-only. A new field, SELECT ANOTHER YEAR, is displayed for use with multi-year activities:</p> <div> Accomplishments for Program Year: 2012 Select Another Year: <input type="text"/> <input type="button" value="Edit Selected Year"/> </div> <p>For multi-year activities, make sure you input annual counts for the correct program year:</p> <ul style="list-style-type: none"> <li>To add accomplishments for the second and subsequent years of an activity, click the &lt;Add New Accomplishment Year&gt; button at the top/bottom of the screen, type in the new year, and enter the new accomplishments. Do not include accomplishments that have been reported in a previous year.</li> <li>Once accomplishments have been entered for more than one year, use the SELECT ANOTHER YEAR field to view accomplishments for a different year.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year you are reporting data for.</li> </ul>
Accomplishment Narrative	<p>Describe the progress toward achieving accomplishments in the program year specified in the previous field.</p> <p>You may want to cite the percentage of the activity that has been completed, explain undue delays, provide a timeframe for completing the activity and meeting a national objective, and/or explain why accomplishments have not yet been reported.</p>
Accomplishments	
Accomplishment Type	This read-only field shows the accomplishment type assigned at activity setup (see page 4-4).
Proposed Units	This read-only field shows the proposed number of accomplishments entered at activity setup (see page 4-4).
Actual Units	Enter the number of accomplishments achieved during the program year being reported.

For most SB\*/URG activities, these are the only fields displayed on the Page 1 screen. Click the <Save and Continue> button to go to the second accomplishment screen (see page 13-6).

For activities with a matrix code of 15 (code enforcement) and some housing rehab activities, the following additional data are collected.

**CODE ENFORCEMENT**

For code enforcement (matrix code 15) activities with an ACCOMPLISHMENT TYPE of Housing Units, the first accomplishment screen also includes these fields:

Code Enforcement	
* Housing units receiving violations	<input type="text"/>
Housing units where code violations have been corrected using CDBG funds	<input type="text"/>
Housing units where code violations have been corrected by the owner	<input type="text"/>
Housing units where code violations have been corrected using other funds	<input type="text"/>
<b>*Describe specific public and private improvements or services provided in the code enforcement area</b>	
<div></div>	
<b>IDIS Activity IDs where code corrections are being tracked</b>	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Please see page 9-4 for definitions of these fields.

## **LEAD PAINT REQUIREMENTS**

Information about compliance with lead paint requirements and lead hazard remediation is collected for all SB\*/URG housing rehabilitation activities except those identified at activity setup (see page 4-13) as being limited to one or more of the following:

- Installing security devices or smoke detectors
- Operating a tool lending library
- Providing painting supplies/equipment
- Removing graffiti

For all other housing rehab activities (matrix codes 14A-14D, 14F-14J, and 16A), see page 11-7 for definitions of the lead paint compliance data you are asked to input here.

## ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

The top part of the second accomplishment screen is the same for all activities:

**Activity**  
 Edit CDBG Accomplishment Detail (Page 2)  
**03A - Senior Centers**  
 • CDBG Accomplishment has been saved successfully.

Save | Save and Previous Page | Cancel

\* Indicates Required Field

<b>Grantee/PJ Activity ID:</b>	<b>Activity Name:</b> Woodmont Senior Center	<b>Program Year/IDIS Project ID:</b> 2012/7
<b>IDIS Activity ID:</b> 2210	<b>Activity Owner:</b> SCRANTON, PA	<b>Project Title:</b> Public Facilities
<b>National Objective:</b> SBS		
<b>Accomplishments for Program Year:</b> 2012		

Notice that ACCOMPLISHMENTS FOR PROGRAM YEAR is now a protected field. It can only be changed on the previous screen.

The performance measures data you are asked to provide depends chiefly on the activity's matrix code, as outlined below.

### Public Facilities & Infrastructure Activities

Matrix Code	Performance Measure	See Page
03* except 03T	Public Facilities & Infrastructure	13-8

### Public Service Activities

Matrix Code	Performance Measure	See Page
05* and 03T	Public Services	13-10
05R, SBA and URG	Direct Financial Assistance to Homebuyers	13-11
05S, SBA and URG	Short-Term Rental Assistance	13-12
05C, 05Q, 05T HELP PREVENT HOMELESSNESS is Yes	Homelessness Prevention	13-13



**Rehab Activities**

<b>Matrix Code</b>	<b>Performance Measure</b>	<b>See Page</b>
14A-14D, 14F-14I	Homeowner Rehab	13-14
14A-14D, 14F-14I and INCLUDES RENTAL HOUSING is Yes	Rental Rehab	13-15

**Acquisition and New Construction Activities**

<b>Matrix Code</b>	<b>Performance Measure</b>	<b>See Page</b>
01, 12	Acquisition/Construction New Homeowner Homeowner Rehab (matrix code 01 only)	13-16
01, 12 INCLUDES RENTAL HOUSING is Yes	Construction of Rental Units	13-17

**Other SB\*/URG Activities**

<b>Matrix Code</b>	<b>Performance Measure</b>	<b>See Page</b>
14E, 17*, 18*	Assistance to Businesses	13-18

## PUBLIC FACILITIES & INFRASTRUCTURE

This block of data fields is displayed for SB\*/URG activities with a matrix code of 03\* (except 03T):

Public Facilities & Infrastructure	
Total Persons Assisted : <input type="text"/>	
Of the Total Persons, Number of:	
	Number of Persons
With New Access to this type of Public Facility or Infrastructure Improvement	<input type="text"/>
With Improved Access to this Type of Public Facility or Infrastructure Improvement	<input type="text"/>
With access to Public Facility or Infrastructure that is No Longer Substandard	<input type="text"/>
<b>Total</b>	0 <input type="text"/>

Field	Description
Total Persons Assisted	<p>If the activity ACCOMPLISHMENT TYPE is:</p> <ul style="list-style-type: none"> <li>People, this is a read-only field showing the ACTUAL UNITS reported on the Page 1 accomplishment screen.</li> <li>Public Facilities, this is an input field. Enter the number of persons served by the facility.</li> </ul>
Of the Total Persons, Number:	
With New Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides a new facility, enter the number of persons with access to the facility. If the activity is funded in subsequent years, persons benefiting in the subsequent years continue to be reported as having new access.
With Improved Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides improved access to a facility, enter the number of households who have improved access.
With Access to Public Facility or Infrastructure that is No Longer Substandard	When the activity provides a service that is no longer substandard, enter the number of persons no longer subject to substandard facilities.
Total	This read-only field must equal the number in TOTAL PERSONS ASSISTED before the activity can be completed.

If the matrix code is 03C or the HELP THE HOMELESS field on the Page 1 activity setup screen (see page 4-5) is Yes, these performance measures for shelters are also displayed:

Of the Total Persons, Number of:	
	Number of Persons
Homeless Persons Given Overnight Shelter	<input type="text"/>
Beds Created in Overnight Shelter or Other Emergency Housing	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>

|  |

Field	Description
Homeless Persons Given Overnight Shelter	If applicable, enter the number of persons sheltered overnight. This cannot exceed TOTAL PERSONS ASSISTED.
Beds Created in Overnight Shelter or Other Emergency Housing	If applicable, enter the number of beds made available in the shelter by the activity.

## PUBLIC SERVICES

This block of data fields is displayed for SB\*/URG activities with a matrix code of 05\*:

Public Services	
Total <b>Persons</b> Assisted :	<input type="text"/>
Of the Total <b>Persons</b> , Number of:	
	Number of <b>Persons</b>
With New or Continuing Access to a Service or Benefit	<input type="text"/>
With Improved Access to a Service or Benefit	<input type="text"/>
Receive a Service or Benefit that is No Longer Substandard	<input type="text"/>
<b>Total</b>	0 <input type="text"/>

Note that if the activity ACCOMPLISHMENT TYPE is Households or Housing Units, the three labels circled on the above screen print will be Total *Households* Assisted, Of the Total *Households*, and Number of *Households*. Count each household as one, regardless of the number of persons in the household.

Field	Description
Total Persons Assisted	This read-only field shows the total number of persons/households reported on the previous screen.
Of the Total Persons, Number:	
With New or Continuing Access to a Service or Benefit	When the activity provides a new service, enter the number of persons/households with access to the service or benefit. If the activity is funded in subsequent years, households benefiting in the subsequent years continue to be reported as having new access.
With Improved Access to a Service or Benefit	When the activity provides improved access to a service, enter the number of persons/households who have improved access.
Receive a Service or Benefit that is No Longer Substandard	When the activity provides a service that is no longer substandard, enter the number of persons/households no longer subject to a substandard service.
Total	This read-only field must equal the number in TOTAL PERSONS/HOUSEHOLDS ASSISTED before the activity can be completed.

If the HELP THE HOMELESS field on the Page 1 activity setup screen is Yes, the two performance measure fields shown on the previous page are also displayed.

## DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS

The block of fields below is collected for SBA and URG activities with a matrix code of 05R.

Note: For 05R activities, this is the only place you may report the number of first-time homebuyers receiving housing counseling. The number of households receiving housing counseling should not be reported in any other fields. Only for activities with a matrix code of 05U-Housing Counseling may grantees report the number of households receiving housing counseling as the accomplishment.

**Direct Financial Assistance to Homebuyers**

**Total Households Assisted:** (tip)

**Of the Total Households, Number of:**

	Number of Households
<b>First-Time Homebuyers</b>	<input type="text"/>
<b>Of the Number of First-Time Homebuyers, Number Receiving Housing Counseling</b>	<input type="text"/>
<b>Downpayment Assistance/Closing Costs</b>	<input type="text"/>

|  |

Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Total Households, Number of:	
First-Time Homebuyers	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number of first-time homebuyers.
Of the Number of First-Time Homebuyers, Number Receiving Housing Counseling	Of the households that are first-time homebuyers, enter the number receiving housing counseling. This cannot exceed FIRST-TIME HOMEBUYERS.
Downpayment Assistance/Closing Costs	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number receiving downpayment assistance and/or assistance with closing costs.

## SHORT-TERM RENTAL ASSISTANCE

This block of data fields is displayed for SBA and URG activities with a matrix code of 5S:

**Short-Term Rental Assistance**

**Total Households Assisted:**

**Of the Households Assisted, the Number:**

	Number of Households
Receiving short-term rental assistance (not more than three months)	<input type="text"/>
That were previously homeless	<input type="text"/>
Of those, the number that were chronically homeless	<input type="text"/>

|  |

Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Households Assisted, the Number:	
Receiving short-term rental assistance (not more than three months)	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that received short-term rental assistance.
That were previously homeless	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that were previously homeless.  See Appendix J for the HUD definition of "homeless."
Of those, the number that were chronically homeless	Of the households THAT WERE PREVIOUSLY HOMELESS, enter the number that were chronically homeless.  See Appendix J for HUD's definition of "chronically homeless."

## HOMELESSNESS PREVENTION

These data fields are displayed for SBA and URG activities with a matrix code of 05C, 05Q, or 05T if the HELP PREVENT HOMELESSNESS field on the Page 1 activity setup screen (see page 4-5) is Yes:

**Homeless Prevention**

**Total Persons Assisted:**

**Of the Total Persons Assisted, Number of:**

	Number of Persons
Receiving Emergency Financial Assistance to Prevent Homelessness	<input type="text"/>
Receiving Emergency Legal Assistance to Prevent Homelessness	<input type="text"/>

|  |

If a person received both financial and legal assistance, include that person in the counts for both fields.

Field	Description
Total Persons Assisted	This read-only field shows the total number of persons reported on the previous screen.
Of the Total Persons Assisted, the Number:	
Receiving Emergency Financial Assistance...	Of the TOTAL PERSONS ASSISTED, enter the number that received short-term rental assistance.
Receiving Emergency Legal Assistance...	Of the TOTAL PERSONS ASSISTED, enter the number that received emergency financial assistance to prevent homelessness.

## HOMEOWNER REHAB

This block of data items is displayed for SB\*/URG activities with a matrix code of 14A-14D, or 14F-14I and an ACCOMPLISHMENT TYPE of Housing Units:

Homeowner Rehab	
Total Units: (tip)	
<input type="text" value="10"/>	
Of the Total Owner Units, Number of:	
	Number of Units
Units Occupied by Elderly	<input type="text"/>
Units Moved from Substandard to Standard (HQS or Local Code)	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	<input type="text"/>

If the activity did not involve the rehabilitation of homeowner units, skip this section.

Field	Description
Total Units	This read-only field shows the ACTUAL UNITS reported on the first accomplishment screen. It should include <u>all</u> units, not just homeowner rehab units.
All other fields	Report only on the number of homeowner rehab units included in the count of TOTAL UNITS.  For field definitions, see page 11-12.



## RENTAL REHAB

This block of data items is displayed for SB\* and URG activities with a matrix code of 14A-14D or 14F-14I provided the setup field INCLUDES RENTAL HOUSING is Yes (see page 4-10):

Rental Rehab	
Total Units: (tip)	
10	
Of the Total Rental Units, Number of:	
	Number of Units
Affordable Units	
Section 504 Accessible Units	
Brought from Substandard to Standard Condition (HQS or Local Code)	
Units Qualified as Energy Star	
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	
Units Created Through Conversion of Non-Residential to Residential Buildings	
Of the Total Affordable Units, Number of:	
	Number of Units
Units Occupied by Elderly	
Years of Affordability Guaranteed	
Units Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program	
Units Designated for Persons with HIV/AIDS Including Units Receiving Assistance for Operations	
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	
Permanent Housing Units Designated for Homeless Persons and Families, Including Units Receiving Assistance for Operations	
Of Permanent Housing Units Designated for Homeless, Number for the Chronically Homeless	

If the activity did not involve rental rehab, skip this section.

Field	Description
Total Units	This read-only field shows the ACTUAL UNITS reported on the first accomplishment screen. It should include <u>all</u> units, not just rental rehab units.
All other fields	Report only on the number of rental rehab units included in the count of TOTAL UNITS.  For field definitions, see page 11-13.

## ACQUISITION/CONSTRUCTION NEW HOMEOWNER

This block of data items is displayed for an SB\* or URG activity when the matrix code is 01 or 12:

Acquisition/Construction New Homeowner	
<b>Total Units:</b> (tip) <input type="text" value="18"/>	
<b>Of the Total Owner Units, Number of:</b>	
	<b>Number of Units</b>
Affordable Units	<input type="text"/>
Years of Affordability Guaranteed	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Households previously living in subsidized housing	<input type="text"/>
<b>Of the Total Affordable Units, Number of:</b>	
	<b>Number of Units</b>
Units Occupied by Elderly	<input type="text"/>
Units Specifically Designated for Persons with HIV/AIDS	<input type="text"/>
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	<input type="text"/>
Units Specifically Designated for Homeless	<input type="text"/>
Of Units Designated for Homeless, Number Specifically for Chronically Homeless	<input type="text"/>

If the activity did not involve the acquisition/construction of new homeowner units, skip this section.

Field	Description
Total Units	This read-only field shows the number of ACTUAL UNITS you input on the first accomplishment screen. It should include <u>all</u> units, not just new homeowner units.
All other fields	Report only on the number of new homeowner units included in the count of TOTAL UNITS.  For field definitions, see page 11-15.

For matrix code 01 only, the homeowner rehab data fields shown on page 11-12 are also displayed.

## CONSTRUCTION OF RENTAL UNITS

This block of data items is displayed for an SB\*/URG activity when the matrix code is 01 or 12 and the setup field INCLUDES RENTAL HOUSING is Yes (see page 4-10):

Construction of Rental Units	
<b>Total Units:</b> <span style="color: orange;">(tip)</span> <input type="text" value="18"/>	
<b>Of the Total Rental Units, Number of:</b>	
	<b>Number of Units</b>
Affordable Units	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
<b>Of the Affordable Units, Number of:</b>	
	<b>Number of Units</b>
Units Occupied by Elderly	<input type="text"/>
Years of Affordability Guaranteed	<input type="text"/>
Units Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program	<input type="text"/>
Units Designated for Persons with HIV/AIDS Including Units Receiving Assistance for Operations	<input type="text"/>
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	<input type="text"/>
Permanent Housing Units Designated for Homeless Persons and Families, Including Units Receiving Assistance for Operations	<input type="text"/>
Of Permanent Housing Units Designated for Homeless, Number for the Chronically Homeless	<input type="text"/>

If the activity did not involve the acquisition/construction of new rental units, skip this section.

Field	Description
Total Units	This read-only field shows the ACTUAL UNITS reported on the first accomplishment screen. It should include <u>all</u> units, not just new rental units.
All other fields	Report only on the number of new rental units included in the count of TOTAL UNITS.  For field definitions, see page 11-17.

## ASSISTANCE TO BUSINESSES

This section is displayed for an SB\*/URG activity with a matrix code of 14E, 17\*, or 18\*:

Assistance to Businesses			
	Total	Number Expanding	Number Relocating
New Businesses Assisted	<input type="text"/>		
Existing Businesses Assisted	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0 <input type="text"/>		

	Total
Number of Business Facades/Buildings Rehabilitated	<input type="text"/>
Number of Businesses Assisted that Provide Goods or Services to Meet the Needs of a Service Area	<input type="text"/>

**Specify DUNS # for Each Business Assisted**

DUNS #:	Ext:
<input type="text"/>	
<input type="button" value="Add Another DUNS #"/>	

**If the matrix code is 18A or 18C:** The fact that this screen lets you report more than one business assisted does not mean that assistance to individual businesses under 18A or 18C may be aggregated in one activity. Unless the activity is one identified at 570.208(a)(4)(vi) for which job aggregation is allowed, each business assisted under 18A or 18C must be set up as a separate activity.

Field	Description
New Businesses Assisted	Enter the number of start-up businesses assisted.
Existing Businesses Assisted	Enter the number of existing businesses assisted.
Number Expanding	Of the EXISTING BUSINESSES ASSISTED, enter the number that are expanding as a result of the assistance.
Number Relocating	Of the EXISTING BUSINESSES ASSISTED, enter the number that are relocating as a result of the assistance.
Total	A read-only field showing the total number of new and existing businesses assisted.
Number of Business Facades/Buildings Rehabilitated	Of the TOTAL businesses, enter the number receiving assistance for the rehabilitation of business facades/buildings.
Number of Businesses that Provide Goods or Services to Meet the Needs of a Service Area	Of the TOTAL businesses, enter the number providing goods or services to meet the needs of a service area, neighborhood, or community.
Specify DUNS # for Each Business Assisted	A DUNS number is required for a business that receives direct financial assistance. Otherwise it is optional.
DUNS # / Ext.	Enter the 9-digit DUNS number and the 4-digit extension.
<Add Another DUNS #> button	For activities where aggregation of businesses is permitted, click this button to add a DUNS # for another business.

This is the last SB\*/URG accomplishment screen. When you click <Save>, the Edit Activity screen (see page 3-7) will be displayed.









## Chapter 14

# AT-RISK ACTIVITIES

---

A CDBG activity is flagged in IDIS if it meets any of the following conditions:

1. The activity has had no draws for 12 months or longer.
2. The activity has been open for three years and no accomplishments have been reported (with the exception of administration and planning activities that do not require accomplishments).
3. 80% of the funded amount for the activity has been drawn down, but no accomplishments have been reported (with the exception of administration and planning activities and, pending the May IDIS release, public facilities and economic development activities, except 18B, will also be excluded from this flag).

If any CDBG activities have been flagged, or are within three months of being flagged, an orange banner alerting you to the number of flagged activities is displayed at the top of every screen:



The screenshot displays the IDIS user interface. At the top, a navigation bar includes links for [Plans/Projects/Activities](#), [Funding/Drawdown](#), [Grant](#), and [Grantee/PJ](#). Below this, an orange banner states: "You have 68 CDBG and 2 HOME activities that have been flagged. Click [here](#) to go to the review page." The left sidebar contains a user profile for User ID: C00063, User Role: Grantee, Organization: SEATTLE, and a Logout link. Below the profile are three main sections: "Activity" (with links for Add, Search, Review, CDBG, and Cancellation), "Project" (with links for Add and Search), and "Search Activities". A blue arrow points to the "Review" link in the Activity section. The main content area is titled "Activity" and contains a "Search Criteria" section with fields for Program (All), IDIS Project ID, Status (All), Activity Name, IDIS Activity ID, Program Year (Select), Grantee/PJ Activity ID, and Activity Owner (SEATTLE, WA).

Click on the word [here](#) in the banner (or on the Activity [Review](#) link at the left of the screen) to display the Review Activities screen.

## CDBG REVIEW ACTIVITIES SCREEN

This screen lists all flagged CDBG activities:

Review Activities

CDBG

HOME

Awaiting Grantee's Required Explanation and Remediation Plan [60]:

- No Draws for 12 months or more: [26](#)
- No Accomplishment after 3 years: [2](#)
- No Accomplishment and 80% Drawn: [32](#)

Awaiting Field Office Review [16]:

- No Draws for 12 months or more: [7](#)
- No Accomplishment and 80% Drawn: [9](#)

Approved by Field Office and Awaiting Grantee's Completion of Remediation Actions [4]:

- No Draws for 12 months or more: [4](#)

Grantee's Explanation and Remediation Plan Not Accepted by Field Office [1]:

- No Accomplishment and 80% Drawn: [1](#)

Remediated by Grantee within the Past 90 Days [2]:

- No Draws for 12 months or more: [2](#)

Pending at Risk [27]:

- No Draws 270 days or more: [6](#)
- No Accomplishment after 2 years and 9 months: [21](#)

Total number of flags, excluding remediated activities: 81

Note: you can click on the number to jump directly to the section

Awaiting Grantee's Required Explanation and Remediation Plan

[Awaiting Grantee's Required Explanation and Remediation Plan] No Draws for 12 months or more: 26

	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee Activity ID	Reason
1	OED-SEED- RAINIER COURT IV '08	2008/3	3443	XDB41808	<a href="#">Explain</a>
2	RVCDF - BALLARD ORGANICS LOAN	2009/3	3615	XDB41303/6	<a href="#">Explain</a>
3	OED-HOMESIGHT - RAINIER COURT IV '09	2009/3	3618	XDB41809	<a href="#">Explain</a>

The summary at the top of the page shows the number of at-risk activities in each flag condition (e.g., No draws for 12 months or more) by stage in the review and resolution process (e.g., Awaiting Field Office Review). Clicking on an activity count shown in blue will display the list of activities in that stage and flag condition.

Categories in addition to those shown above are "Grantee Remediation Plans Overdue" and "Grantee Remediation Confirmation Overdue."

Shown last in the summary is the number of activities that have been classified as Pending at Risk. These are activities that have had no draws in the past nine months, no accomplishments reported after two years and nine months, or no accomplishments reported after 66% of the funds have been drawn. Pending at Risk activities are identified so you can address them before they are flagged.

This chapter explains the steps you will take on this screen to add, edit, and confirm a remediation plan for an at-risk activity. For detailed information and guidelines, visit <https://www.onecpd.info/onecpd/assets/File/CDBGGranteeInstructionsIDISRelease.pdf>.

## ENTER A REMEDIATION PLAN

For each activity listed under "Awaiting Grantee's Required Explanation and Remediation Plan," you must explain why the activity has been delayed and what action you plan to take. To do so, click on the [Explain](#) link in the last column.

Awaiting Grantee's Required Explanation and Remediation Plan					
[Awaiting Grantee's Required Explanation and Remediation Plan] No Draws for 12 months or more: 26					
	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee Activity ID	Reason
1	OED-SEED- RAINIER COURT IV '08	2008/3	3443	XDB41808	<a href="#">Explain</a>
2	RVCDF - BALLARD ORGANICS LOAN	2009/3	3615	XDB41303/6	<a href="#">Explain</a>
3	OED-HOMESIGHT - RAINIER COURT IV '09	2009/3	3618	XDB41809	<a href="#">Explain</a>
4	OED-SEED - RAINIER COURT IV '09	2009/3	3628	XDB41809CBG3	<a href="#">Explain</a>
5	OH-HOMEWISE REHAB LENDING /CDBG-PI	2006/1	3092	XZIBGHMW	<a href="#">Explain</a>
6	OED - SEED - RAINIER COURT PHASE IV	2005/3	2697	XDB41805	<a href="#">Explain</a>

This screen is displayed:

**Review Activities**

CDBG

Save and Previous Save and Return to List Save and Next

[Return to List](#) | [Next >>](#)

**[1 of 26] No Draws for 12 months or more - Activity 3443**

Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee Activity ID
OED-SEED- RAINIER COURT IV '08	2008/3	3443	XDB41808

The grantee must provide Reasons for Delay and a Remediation Plan within 90 days after the activity is identified as at-risk, or no later than **02/25/2013**. Grantees can edit the Remediation Plan until the Field Office Approves or Disapproves.

Enter Reasons for Delay and Planned Remediation Actions (a minimum of 25-characters text for each field).

Reasons for Delay:

Remediation Actions to be taken within six months to resolve delay:

The Remediation Actions must be completed within 180 days, or no later than **08/20/2013**.

Target Completion Date of Remediation Actions:  Select Date (mm/dd/yyyy)

Save and Previous Save and Return to List Save and Next

[Return to List](#) | [Next >>](#)

Input Field	Description
Reasons for Delay	Enter the reasons for the delay of this activity—i.e., why no funds have been drawn for a year or why no accomplishments have been reported.
Remediation Actions to be taken within six months to resolve delay	Identify the steps that will be taken to ensure that available funds are drawn, that accomplishments are reported, and that the activity continues to meet a national objective.
Target Completion Date of Remediation Actions	Enter the date, no more than six months in the future, by which the delay will be resolved.

When you are finished, clicking either the <Save and Next> or <Save and Return to List> button saves your input and submits it to your Field Office for review. <Save and Next> displays a refreshed input screen for the next activity in the list; <Save and Return to List> takes you back to the list of activities.

If you haven't entered any data or do not want to save and submit your input, click the [Return to List](#) or [Next](#) link at the bottom lower right of the page.

A remediation plan may be edited and saved any time until it is approved or rejected by the Field Office.

When a remediation plan is not submitted for an activity within 90 days of its being identified as at-risk, the activity is listed on the review screen under the category "Grantee Remediation Plan Overdue." Starting with Release 11.5 (May 2013), IDIS will send an email requesting you to complete the activity or to cancel it and reimburse all drawn funds. You should consult with your Field Office to determine the exact action to be taken.

## EDIT A REMEDIATION PLAN

After you submit a remediation plan for an at-risk activity, it is listed under the "Awaiting Field Office Review" section on the Review Activities screen:

CDBG
HOME

Awaiting Grantee's Required Explanation and Remediation Plan [60]:

- No Draws for 12 months or more: 26
- No Accomplishment after 3 years: 2
- No Accomplishment and 80% Drawn: 32

Awaiting Field Office Review [16]:

- No Draws for 12 months or more: 7
- No Accomplishment and 80% Drawn: 9

Approved by Field Office and Awaiting Grantee's Completion of Remediation Actions [4]:

- No Draws for 12 months or more: 4

Between the time a plan is submitted and the Field Office approves or disapproves it, you may edit the information by clicking on the Edit link in the Reason column:

[Awaiting Field Office Review] No Accomplishment and 80% Drawn: 10					
Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee Activity ID	Reason	
1 CCS St Martin de Porres Shelter	2012/7	4091	HCB77812	<a href="#">Edit</a>	
2 YWCA Enhanced Emergency Shelter for Women and Children	2012/7	4093	HCB78512	<a href="#">Edit</a>	
3 HomeSight Homebuyer Educ./Counseling	2012/7	4098	XZB71812	<a href="#">Edit</a>	
4 YWCA Seattle Emergency Housing (Enhanced Shelter)	2012/7	4095	HCB78612	<a href="#">Edit</a>	

This screen is displayed:

CDBG

Save and Previous
Save and Return to List
Save and Next
Return to List | Next >>

[1 of 10] Pending Field Office Review - No Accomplishment and 80% Drawn - Activity 4091

Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee Activity ID
CCS St Martin de Porres Shelter	2012/7	4091	HCB77812

On 12/04/2012 13:15, the Grantee entered or revised the Reasons for Delay and the Remediation Plan.

The Field Office must review this activity within 90 days after the Grantee has entered Remediation Plan, or no later than 02/25/2013. During this period and until the Field Office makes a decision, the Grantee may revise the Remediation Plan.

Enter Reasons for Delay and Planned Remediation Actions (a minimum of 25-characters text for each field).

Reasons for Delay:  
This is a project in the current year. The City of Seattle does not gather for accomplishment data for input into IDIS until the close of the year.

Remediation Actions to be taken within six months to resolve delay:  
This calendar-year public services project will be completed on December 31, 2012. IDIS accomplishment data will be entered into IDIS by February 28, 2013.

The Remediation Actions must be completed within 180 days, or no later than 07/27/2013.

Target Completion Date of Remediation Actions: 02/28/2013 Select Date (mm/dd/yyyy)

Save and Previous
Save and Return to List
Save and Next
Return to List | Next >>



## CONFIRM REMEDIATION ACTIONS HAVE BEEN COMPLETED

Once the Field Office approves a remediation plan for an at-risk activity, it is listed under the "Approved by Field Office and Awaiting Grantee's Completion of Remediation Actions" section on the Review Activities screen:

CDBG HOME

Awaiting Grantee's Required Explanation and Remediation Plan [60]:

- No Draws for 12 months or more: [26](#)
- No Accomplishment after 3 years: [2](#)
- No Accomplishment and 80% Drawn: [32](#)

Awaiting Field Office Review [16]:

- No Draws for 12 months or more: [7](#)
- No Accomplishment and 80% Drawn: [9](#)

Approved by Field Office and Awaiting Grantee's Completion of Remediation Actions [4]:

- No Draws for 12 months or more: [4](#)

Grantee's Explanation and Remediation Plan Not Accepted by Field Office [1]:

- No Accomplishment and 80% Drawn: [1](#)

To confirm that the remediation actions you identified and the Field Office approved have taken place, click on the [Remediate](#) link in the last column:

[Approved by Field Office and Awaiting Grantee's Completion of Remediation Actions] No Draws for 12 months or more: 6					
	Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee Activity ID	Reason
1	OED-SEED- RAINIER COURT III '08	2008/3	3444	XDB41808	<a href="#">Remediate</a>
2	OED-SEED - RAINIER COURT III '09	2009/3	3627	XDB41809CBG2	<a href="#">Remediate</a>
3	OED - SEED - RAINIER COURT PHASE III	2006/3	3001	XDB41806	<a href="#">Remediate</a>

At the bottom of the screen that is displayed, check the "I Confirm that the Remediation Actions described on this page have been completed" box:

CDBG

[Return to List](#) | [Next >>](#)

[1 of 6] Approved by Field Office - No Draws for 12 months or more - Activity 3444

Activity Name	Program Year/ Project ID	IDIS Activity ID	Grantee Activity ID
OED-SEED- RAINIER COURT III '08	2008/3	3444	XDB41808

On 01/02/2013 17:57, the Grantee entered or revised the Reasons for Delay and the Remediation Plan.

On 01/02/2013 17:59, the Field Office reviewed the Reasons for Delay and approved the Remediation Plan.  
The Grantee has not confirmed the completion of the Remediation Actions.

Reasons for Delay:  
The economic disruptions of the past several years have stalled the project, as potential financing partners sought assurance that his low-income housing project would be viable. Financing has now been secured.

Remediation Actions to be taken within six months to resolve delay:  
The project is now fully funded and will start construction in January 2013. Full lease-up is expected by January 2014. The target date for remediation listed below will be for start of construction. This remediation has been agreed to by HUD as evidenced by a letter from HUD dated November 8, 2012.

Target Completion Date of Remediation Actions:

☒ I confirm that the Remediation Actions described on this page have been completed.

Save and Previous Save and Return to List Save and Next

[Return to List](#) | [Next >>](#)

If the remediation actions for an at-risk activity are not completed, and confirmed as completed, before the TARGET COMPLETION DATE OF REMEDIATION ACTIONS, the activity is listed on the review screen under the category "Grantee Remediation Confirmation Overdue."

Starting with Release 11.5 (May 2013), IDIS will send an email requesting you to complete the activity or to cancel it and reimburse all drawn funds. You should consult with your Field Office to determine the exact action to be taken.



## Chapter 15

# CANCELLING ACTIVITIES WITH DRAWS

Cancelling an activity with CDBG draws now requires the approval of your Field Office. This chapter explains how to request that approval in IDIS.

Start on the Edit Activity page for the activity you want to cancel (see page 3-5 for instructions on how to access it):

**Activity**  
**Edit Activity**

|

**\*Indicates Required Field**

**Activity Owner:**  
BOISE, ID

**Activity Status:**  
Open

**IDIS Activity ID:**  
912

**Completion Date:**  
 [Select Date](#)  
(mm/dd/yyyy)

**\*Program Year:**  
2011

**Grantee/PJ Activity ID:**  
37

**\*IDIS Project ID/Project Title:**  
3/BCACHA: Tenant-based Rental Assistance (2011)

**Initial Funding Date:**  
01/03/2012

**\*Activity Name:**  
Tenant-based Rental Assistance

**Activity**

Program	*Activity Category (tip)	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG	Does this activity use Section 108 loan?* No <input type="button" value="Change answer"/> 14J - Housing Services	Yes	Yes	<input type="button" value="Edit CDBG"/>	<input type="button" value="Edit CDBG Accomp."/>	<input type="button" value="Check CDBG"/>
ESG	None	No	No			
HOME	None	No	No	<input type="button" value="Add HOME"/>	<input type="button" value="Add HOME Accomp."/>	
HOPWA	None	No	No			
HESG	None	No	No		Grantees will enter Accomp data into e-SNAPS	
HOPWA-C	None	No	No			

To avoid getting an error message when you create the request, you may first want to use the <Activity Funding> button to make sure the funded and drawn amounts for the activity to be cancelled are equal.

Click the <Request Cancellation with Draws> button to display this screen:

**Activity**

**Add CDBG Cancel With Draws Request**

**14J - Housing Services**

|

**\* Indicates Required Field**

<b>Grantee/PJ Activity ID:</b> 37	<b>Activity Name:</b> Tenant-based Rental Assistance	<b>Program Year/Project ID:</b> 2011/3
<b>IDIS Activity ID:</b> 912	<b>Activity Owner:</b> BOISE, ID	<b>Project Title:</b> BCACHA: Tenant-based Rental Assistance

<b>Current request status:</b>	Pending
<b>Current payment total:</b>	\$ 4,311.34
<b>Current return total:</b>	\$ 0.00
<b>Current drawn total :</b>	\$ 4,311.34
<b>Return amount:*</b>	- \$ <input type="text"/>
<b>Grantee's explanation:*</b>	<div></div>

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
Current request status	Always "Pending" on the Add Request screen.
Current payment total	The total amount originally drawn down for the activity.
Current return total	The amount drawn down for the activity that you have returned to your letter of credit. It is always zero on the Add Request screen.
Current drawn total	CURRENT PAYMENT TOTAL minus CURRENT RETURN TOTAL.
Return amount	Enter <b>0</b> for approval to cancel the activity with no return of funds to your letter of credit.  To request approval to cancel the activity contingent on returning a portion of the disbursed funds, enter the amount you intend to return.
Grantee's explanation	Enter a justification for your request.

Click the <Save> button to submit the request to your Field Office. The Edit Activity screen will be redisplayed with the following note:

<b>Activity Owner:</b> BOISE, ID		<b>Activity Status:</b> Open	
<b>IDIS Activity ID:</b> 912		<b>Completion Date:</b> (mm/dd/yyyy) <a href="#">Select Date</a>	
<b>*Program Year:</b> 2011		<b>Grantee/PJ Activity ID:</b> 37	
<b>*IDIS Project ID/Project Title:</b> 3/BCACHA: Tenant-based Rental Assistance (2011)		<b>Initial Funding Date:</b> 01/03/2012	
<b>*Activity Name:</b> Tenant-based Rental Assistance		<b>Note: This activity is in pending cancellation state.</b>	

Activity						
Program	*Activity Category (tip)	Ready to Fund	Funded	Setup Detail	Accomplishment	Completion Check
CDBG	Does this activity use Section 108 loan?* No <a href="#">Change answer</a> 14J - Housing Services	Yes	Yes	<a href="#">Edit CDBG</a>	<a href="#">Edit CDBG Accomp.</a>	<a href="#">Check CDBG</a>
ESG	None	No	No			
HOME	None	No	No	<a href="#">Add HOME</a>	<a href="#">Add HOME Accomp.</a>	
HOPWA	None	No	No			
HESG	None	No	No		Grantees will enter Accomp data into e-SNAPS	
HOPWA-C	None	No	No			

[Activity Funding](#)
[Request Cancellation With Draws](#)

To track the status of requests you have submitted, click the Activity [CDBG Cancellation](#) link on any Plans/Projects/Activities page.

If your request to cancel the activity is approved by the Field Office, go back to the Edit Activity screen and update the ACTIVITY STATUS to Canceled.

If it is disapproved, IDIS will send an email asking that you either complete the activity or cancel it and reimburse all drawn funds.







# Chapter 16

## GRANTS

Use this function to view details about your CPD grants.

### ACCESSING THE GRANT FUNCTION

Click the Grant tab at the top of any screen or the Grant [Search](#) link on any Grant tab page to display the Search Grants screen.

### SEARCH GRANTS SCREEN

To view a grant, you must first conduct a search to retrieve it. Specify as many or few of the search criteria as you wish to retrieve the grant(s) you want to view:

Field	Description
Grant Year	To limit the search results to a particular grant year, select it from the dropdown.
Grant #	You can search for grants starting with the text string you enter here—e.g., type <b>b</b> to retrieve just CDBG grants, or <b>b0</b> to retrieve your 2000 – 2009 CDBG grants (provided no contradictory search criteria are input).
Program	To limit the search results to grants from a particular program, select it from the dropdown.

Click the <Search> button to run the search and display the grants that meet the criteria you specified:

**Grant**

**Search Grants**

**Search Criteria**

**Grant Year:** (tip)  
2010

**State/Territory:**  
OH

**Program:**  
All

**Grant #:** (tip)

Search

Reset

**Results Page 1 of 1**

<u>Program</u>	<u>Grant Year</u>	<u>Grant #</u>	<u>Authorized Amount</u>	<u>Grant Status</u>	<u>Net Drawn Amount</u>	<u>IDIS Grant Balance</u>	<u>Action</u>
CDBG	2010	B-10-MC-39-0004	\$25,908,893.00	Active	\$25,286,930.89	\$621,962.11	<a href="#">View</a>
HOME	2010	M-10-MC-39-0207	\$6,743,584.00	Active	\$1,721,791.96	\$5,021,792.04	<a href="#">View</a>
ESG	2010	S-10-MC-39-0004	\$1,048,858.00	Active	\$983,613.76	\$65,244.24	<a href="#">View</a>
HOPWA	2010	OHH10F002	\$960,454.00	Active	\$902,927.53	\$57,526.47	<a href="#">View</a>

The results are initially sorted by program (in the order CDBG, HOME, ESG, HOPWA) and grant year (descending). You can change the sort field and the sort order by clicking on any column header that is in blue and underlined. The results table fields are defined on the next page.

Click the [View](#) link in the last column of the grant you want to view.



## VIEW GRANT SCREEN

This screen provides details about a specific grant:

**Grant**

**View Grant**

[Return to Search Grants](#) | [View Grant History](#)

**Grantee/PJ Name:** (tip)  
CLEVELAND, OH

**Grant Status:** (tip)  
Active

**Program:** (tip)  
CDBG

**Grant Blocked:** (tip)  
No

**Grant Year:** (tip)  
2010

**Obligation Date:** (tip)  
07/06/2010

**Grant #:** (tip)  
B-10-MC-39-0004

**Grantee Organizational DUNS #:** (tip)  
07-350-6276

**Administering Organization:** (tip)  
CLEVELAND

**Payee EIN/TIN#:** (tip)  
34-6000646

**Grant Amounts** [View Subfunds](#)

	Amount
<b>Original Amount</b>	\$25,908,893.00
<b>Authorized Amount</b>	\$25,908,893.00
<b>Formula Grant Amount</b>	\$25,908,893.00
<b>Reduction Amount (-)</b>	\$0.00
<b>De-obligated Amount (-)</b>	\$0.00
<b>Net Drawn Amount</b>	\$25,286,930.89
<b>Drawn Amount (+)</b>	\$25,515,548.39
<b>Drawdown Pending Amount (+)</b>	\$0.00
<b>Returned Amount (+)</b>	(\$228,617.50)
<b>IDIS Draw Balance</b>	\$621,962.11
<b>LOCCS Draw Balance</b>	\$621,962.11
<b>Subfunded Amount</b>	\$0.00
<b>EN Funds (Authorized Amt minus Subfunded Amt)</b>	\$25,908,893.00
<b>Amount Committed to Activities</b>	\$25,908,893.00
<b>Amount Available to Commit to Activities</b>	\$0.00
<b>Amount Available to Draw</b>	\$621,962.11

[Return to Search Grants](#) | [View Grant History](#)

Field	Description
Grantee/PJ Name	The recipient of this grant.
Program	The CPD program providing this grant.
Grant Year	The second and third characters of the grant number displayed as a four-digit year.

Field	Description
Grant #	The number assigned to the grant by LOCCS.
Administering Organization	The name of the organization administering the grant.
Payee EIN/TIN#	The EIN/TIN# of the organization that receives the wire transfers of funds drawn down from the grant.
Grant Status	<b>Active</b> or <b>Inactive</b> . A grant is inactive if IDIS has not received all required grant information.
Grant Blocked	If this field is <b>Yes</b> , EN funds (see definition below) cannot be drawn from this grant.
Obligation Date	The date the HUD Field Office signed the grant agreement.
Grantee Organizational DUNS #	The grantee's DUNS number.
Original Amount	The grant amount initially obligated to the grantee.
Authorized Amount	The grant amount the grantee is authorized to subfund, subgrant, commit, and draw from this grant. The AUTHORIZED AMOUNT includes all reallocations and reductions.
Formula Grant Amount Reduction Amount De-obligated Amount	The sum of these amounts equals the AUTHORIZED AMOUNT.
Net Drawn Amount	Net disbursements from the grant, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT.
Drawn Amount	The total amount disbursed from this grant.
Drawdown Pending Amount	The sum of all draws approved in IDIS that are awaiting a response from LOCCS.
Returned Amount	The total amount disbursed from the grant and later returned by the grantee to the Letter of Credit. When not \$0.00, it is a negative number.
IDIS Draw Balance	The grant balance according to IDIS, equal to AUTHORIZED AMOUNT minus NET DRAWN AMOUNT.  If IDIS DRAW BALANCE minus DRAWDOWN PENDING AMOUNT is not equal to LOCCS DRAW BALANCE, the data in IDIS need to be reconciled with LOCCS.
LOCCS Draw Balance	The grant balance in LOCCS.
Subfunded Amount	The amount of the grant a grantee earmarks for subfunds. For CDBG entitlements, the subfund types are AD (Administration) and SU (Subgrant).
EN Funds (Authorized Amt minus Subfunded Amt)	The amount of the grant that has not been subfunded. For most CDBG grantees, AUTHORIZED AMOUNT and EN FUNDS will be equal.
Amount Committed to Activities	The total amount of this grant committed to activities via the Activity Funding function.
Amount Available to Commit to Activities	AUTHORIZED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.

Field	Description
Amount Available to Draw	AUTHORIZED AMOUNT minus NET DRAWN AMOUNT.  Note that the amounts available to commit and to draw are calculated independently of each other.

Clicking on the <View Grant History> button at the top/bottom of the page displays a history of any changes made to the grant record.

## SEARCH SUBFUNDS SCREEN

Notice the [View Subfunds](#) link above the Amount column on the View Grant screen. Clicking it displays the Search Subfunds screen with the subfunds created from the grant you were viewing already displayed:

**Subfund**

**Search Subfunds**

**Search Criteria**

**Program:**  
All

**Fund Type:** (tip)  
Select

**Grant #:** (tip)  
B10MC390004

**Grant Year:** (tip)  
Select

Search | Reset | [Return to B-10-MC-39-0004](#)

**Results Page 1 of 1**

<a href="#">Grantee/PJ Name</a>	<a href="#">Program</a>	<a href="#">Grant Year</a>	<a href="#">Grant #</a>	<a href="#">Fund Type</a>	<a href="#">Authorized Amount</a>	<a href="#">Action</a>
CLEVELAND	CDBG	2010	<a href="#">B-10-MC-39-0004</a>	EN	\$25,908,893.00	<a href="#">View</a>

If you have not created any subfunds from the grant, the only subfund will be EN (as shown above). Its AUTHORIZED AMOUNT will be the same as the AUTHORIZED AMOUNT for the grant.

If you do create CDBG subfunds, please see Appendix K for details.







## **Chapter 17**

### **GRANTEES**

---

Grantee users can access this function to view the IDIS records for their organization, program year dates, and contact names and addresses.

#### **ACCESSING THE GRANTEE FUNCTION**

Click the Grantee tab at the top of any screen to display the View Grantee screen.

## VIEW GRANTEE SCREEN

**Grantee/PJ**

View Grantee/PJ

**Profile**

**Grantee/PJ Name:** (tip)  
BREVARD COUNTY, FL

**Organizational DUNS #:** (tip)  
10-652-0666

**Organization Type:** (tip)  
Local government

**EIN/TIN #:** (tip)  
59-6000523

**HUD Field Office:** (tip)  
JACKSONVILLE

**Organization Web Site:** (tip)

**Ext:**

**LOCCS Banking Access:**(tip)  
Yes

**CDBG Banking Established in LOCCS:**(tip)  
No

**HOME Banking Established in LOCCS:**(tip)  
No

**ESG Banking Established in LOCCS:**(tip)  
No

**HOPWA Banking Established in LOCCS:**(tip)  
No

**HOPWA-C Banking Established in LOCCS:**(tip)  
No

**Status:**  
Active

**Address**

**Address:**(tip) 

2725 Judge Fran Jamieson Way

**City:**  
Viera

**State/Territory:**  
FL

**Zip Code:**  
32940-6605

[View Contact Information](#)

**FO users who can monitor programs:**

HOPWA-Competitive:

**FO Users Who can Approve Plan:**

**FO Users Who can Approve Caper:**

**Program Specific Information**

Program	Alternate Name	Payee Name	Payee DUNS	Payee TIN	Payee since
CDBG					
HOME	BREVARD COUNTY CONSORTIUM				
ESG					
HOPWA					
CDBG-R					
HPRP					
TCAP					
HESG					
HOPWA-C					

**System Baseline Program Year**

**Program Year:**  
1994

**Program Year Start Date :** (tip)  
10/01/1994

**Program Year End Date:** (tip)  
09/30/1995

[View Program Years](#)



The only fields that perhaps require a little explanation are:

- STATUS can be either Active or Inactive. "Inactive" means the grantee has been blocked from logging into IDIS.
- SYSTEM BASELINE PROGRAM YEAR shows the earliest program year assigned by IDIS, and so is of very little significance to end users.

To review grantee contact names and addresses, click the <View Contact Information> button.

Click the <View Program Years> button to access a list of your organization's program year start and end dates.







# Appendix A

## CDBG MATRIX CODES

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### CDBG Matrix Codes by Category

Matrix codes are listed here by category so you can quickly review the available choices.

#### Acquisition, Disposition, Clearance, Relocation

01	Acquisition of Real Property	04A	Cleanup of Contaminated Sites
02	Disposition of Real Property	08	Relocation
04	Clearance and Demolition		

#### Administration and Planning

20	Planning	21E	Submission of Applications for Federal Programs
21A	General Program Administration	21H	CDBG Funding of HOME Admin
21B	Indirect Costs	21I	CDBG Funding of HOME CHDO Operating Expenses
21C	Public Information	14H	Rehab: Administration
21D	Fair Housing Activities (subject to Admin cap)		

#### Economic Development

14E	Rehab: Publicly or Privately Owned Commercial/Industrial (CI)	17D	CI: Other Improvements
17A	CI: Acquisition/Disposition	18A	ED: Direct Financial Assistance to For-Profits
17B	CI: Infrastructure Development	18B	ED: Technical Assistance
17C	CI: Building Acquisition, Construction, Rehabilitation	18C	ED: Micro-Enterprise Assistance

#### Housing

12	Construction of Housing	14G	Rehab: Acquisition
13	Direct Homeownership Assistance	14H	Rehab: Administration
14A	Rehab: Single-Unit Residential	14I	Lead-Based Paint/Lead Hazards Testing/Abatement
14B	Rehab: Multi-Unit Residential	14J	Housing Services
14C	Rehab: Public Housing Modernization	16A	Residential Historic Preservation
14D	Rehab: Other Publicly Owned Residential Buildings	19E	Operation/Repair of Foreclosed Property
14F	Rehab: Energy Efficiency Improvements		

#### Public Facilities and Infrastructure Improvements

03A	Senior Centers	03L	Sidewalks
03B	Handicapped Centers	03M	Child Care Centers
03C	Homeless Facilities (not operating costs)	03N	Tree Planting
03D	Youth Centers	03O	Fire Stations/Equipment
03E	Neighborhood Facilities	03P	Health Facilities
03F	Parks, Recreational Facilities	03Q	Facilities for Abused and Neglected Children
03G	Parking Facilities	03R	Asbestos Removal
03H	Solid Waste Disposal Improvements	03S	Facilities for AIDS Patients (not operating costs)
03I	Flood Drainage Improvements	03	Other Public Facilities/Improvements
03J	Water/Sewer Improvements		
03K	Street Improvements		

### Public Services

05A	Senior Services	05N	Services for Abused and Neglected Children
05B	Handicapped Services	05O	Mental Health Services
05C	Legal Services	05P	Screening for Lead Poisoning
05D	Youth Services	05Q	Subsistence Payments
05E	Transportation Services	05R	Homeownership Assistance (not direct)
05F	Substance Abuse Services	05S	Rental Housing Subsidies
05G	Services for Battered and Abused Spouses	05T	Security Deposits
05H	Employment Training	05U	Housing Counseling
05I	Crime Awareness/Prevention	05V	Neighborhood Cleanups
05J	Fair Housing Activities (subject to Public Services cap)	05W	Food Banks
05K	Tenant/Landlord Counseling	03T	Operating Costs of Homeless/AIDS Patients Programs
05L	Child Care Services	05	Other Public Services
05M	Health Services		

### Section 108 Loans

19F	Planned Repayments of Section 108 Loans	24A	Payment of Interest on Section 108 Loans
19G	Unplanned Repayments of Section 108 Loans	24B	Payment of Costs of Section 108 Financing
		24C	Debt Service Reserve

### Other

06	Interim Assistance	19C	Non-Profit Organization Capacity Building
07	Urban Renewal Completion	22	Unprogrammed Funds
09	Loss of Rental Income	23	Tornado Shelters Serving Private Mobile Home Parks
11	Privately Owned Utilities		
15	Code Enforcement		
16B	Non-Residential Historic Preservation		

Definitions of the matrix codes are provided in the table that follows.

## MATRIX CODE DEFINITIONS

Matrix codes are used to indicate—but do not establish—activity eligibility. An activity must be eligible in accordance with the regulations at 570.201–570.207. Grantees need to refer to the regulations to determine an activity’s eligibility; the codes defined below are used in IDIS chiefly to categorize activities for reporting purposes.

Code	Definition
<b>01</b>	<p><b>Acquisition of Real Property</b></p> <p>Acquisition of real property that will be developed for a public purpose. Use code 01 for the CDBG-funded purchase of real property on which, for example, a public facility or housing will be constructed.</p> <p><i>When CDBG funds are used to:</i></p> <ul style="list-style-type: none"> <li>• <i>acquire a public facility that will be rehabilitated with CDBG funds and continue to be used as a public facility, assign the appropriate 03* code.</i></li> <li>• <i>acquire housing that will be rehabilitated, use code 14G.</i></li> </ul>
<b>02</b>	<p><b>Disposition of Real Property</b></p> <p>Costs related to the sale, lease, or donation of real property acquired with CDBG funds or under urban renewal. These include the costs of temporarily maintaining property pending disposition and costs incidental to disposition of the property.</p>
<b>03A</b>	<p><b>Senior Centers</b></p> <p>Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors.</p> <p>03A may be used for a facility serving both the elderly and the handicapped provided it is not intended primarily to serve persons with handicaps. If it is, use 03B instead.</p> <p><i>For the construction of permanent housing for the elderly, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i></p>
<b>03B</b>	<p><b>Handicapped Centers</b></p> <p>Acquisition, construction, or rehabilitation of centers, group homes, and other facilities (except permanent housing) for the handicapped.</p> <p>03B may be used for a facility serving both the handicapped and the elderly provided it is not intended primarily to serve the elderly. If it is, use 03A instead.</p> <p><i>For the construction of permanent housing for the handicapped, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i></p>
<b>03C</b>	<p><b>Homeless Facilities (not operating costs)</b></p> <p>Acquisition, construction, or rehabilitation of temporary shelters and transitional housing for the homeless, including battered spouses, disaster victims, runaway children, drug offenders, and parolees.</p> <p><i>For the construction of permanent housing for the homeless, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i></p>

<b>Code</b>	<b>Definition</b>
<b>03D</b>	<p><b>Youth Centers</b></p> <p>Acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19. These include playground and recreational facilities that are part of a youth center.</p> <p><i>For the acquisition, construction or rehabilitation of facilities intended primarily for children age 12 and under, use 03M; for facilities for abused and neglected children, use 03Q.</i></p>
<b>03E</b>	<p><b>Neighborhood Facilities</b></p> <p>Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation). Such facilities may include libraries and community centers.</p>
<b>03F</b>	<p><b>Parks, Recreational Facilities</b></p> <p>Development of open space areas or facilities intended primarily for recreational use.</p>
<b>03G</b>	<p><b>Parking Facilities</b></p> <p>Acquisition, construction, or rehabilitation of parking lots and parking garages. Also use 03G if the primary purpose of rehabilitating a public facility or carrying out a street improvement activity is to improve parking.</p> <p><i>If parking improvements are only part of a larger street improvement activity, use 03K.</i></p>
<b>03H</b>	<p><b>Solid Waste Disposal Improvements</b></p> <p>Acquisition, construction, or rehabilitation of solid waste disposal facilities.</p>
<b>03I</b>	<p><b>Flood Drainage Improvements</b></p> <p>Acquisition, construction, or rehabilitation of flood drainage facilities, such as retention ponds or catch basins. Do not use 03I for construction/rehabilitation of storm sewers, street drains, or storm drains.</p> <p><i>Use 03J for storm sewers and 03K for street and storm drains.</i></p>
<b>03J</b>	<p><b>Water/Sewer Improvements</b></p> <p>Installation or replacement of water lines, sanitary sewers, storm sewers, and fire hydrants. Costs of street repairs (usually repaving) made necessary by water/sewer improvement activities are included under 03J.</p> <p><i>For water/sewer improvements that are part of:</i></p> <ul style="list-style-type: none"> <li><i>more extensive street improvements, use 03K (assign 03K, for example, to an activity that involves paving six blocks of Main Street and installing 100 feet of new water lines in one of those blocks).</i></li> <li><i>a housing rehabilitation activity, use the appropriate 14* matrix code.</i></li> </ul> <p><i>For construction or rehabilitation of flood drainage facilities, use 03I.</i></p>



<b>Code</b>	<b>Definition</b>
<b>03K</b>	<b>Street Improvements</b> Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs. Also use 03K: <ul style="list-style-type: none"> <li>for improvements that include landscaping, street lighting, and/or street signs (commonly referred to as "streetscaping").</li> <li>if sidewalk improvements (see code 03L) are part of more extensive street improvements.</li> </ul>
<b>03L</b>	<b>Sidewalks</b> Improvements to sidewalks. Also use 03L for sidewalk improvements that include the installation of trash receptacles, lighting, benches, and trees.
<b>03M</b>	<b>Child Care Centers</b> Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and Head Start preschool centers. <i>For the construction or rehabilitation of facilities for abused and neglected children, use 03Q; for the construction or rehabilitation of facilities for teenagers, use 03D.</i>
<b>03N</b>	<b>Tree Planting</b> Activities limited to tree planting (sometimes referred to as "beautification"). <i>For streetscape activities that include tree planting, use 03K; for sidewalk improvement activities that include tree planting, use 03L.</i>
<b>03O</b>	<b>Fire Stations/Equipment</b> Acquisition, construction, or rehabilitation of fire stations and/or the purchase of fire trucks and emergency rescue equipment.
<b>03P</b>	<b>Health Facilities</b> Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes. <i>Health facilities for a specific client group should use the matrix code for that client group. For example, use 03Q for the construction or rehabilitation of health facilities for abused and neglected children.</i>
<b>03Q</b>	<b>Facilities for Abused and Neglected Children</b> Acquisition, construction, or rehabilitation of daycare centers, treatment facilities, or temporary housing for abused and neglected children.
<b>03R</b>	<b>Asbestos Removal</b> Rehabilitation of any public facility undertaken primarily to remove asbestos.
<b>03S</b>	<b>Facilities for AIDS Patients (not operating costs)</b> Acquisition, construction, or rehabilitation of facilities for the treatment or temporary housing of people who are HIV positive or who have AIDS. <i>For the construction or rehabilitation of facilities for AIDS education and prevention, use 03P.</i>

<b>Code</b>	<b>Definition</b>
<b>03T</b>	<p><b>Operating Costs of Homeless/AIDS Patients Programs</b></p> <p>Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance.</p> <p>Because payment of operating costs for these programs is a public service under CDBG, all CDBG expenditures for 03T activities are included in the calculation of the Public Services cap.</p>
<b>03</b>	<p><b>Other Public Facilities and Improvements</b></p> <p>Do not use this code unless an activity does not fall under a more specific 03* code. Also, do not use one activity for multiple facilities and then assign it an 03 because the types of facilities are different.</p> <p>One legitimate use of 03 is for activities that assist persons with disabilities by removing architectural barriers from or providing ADA improvements to government buildings (activities that otherwise would not be eligible for CDBG funding).</p>
<b>04</b>	<p><b>Clearance and Demolition</b></p> <p>Clearance or demolition of buildings/improvements, or the movement of buildings to other sites.</p>
<b>04A</b>	<p><b>Cleanup of Contaminated Sites</b></p> <p>Activities undertaken primarily to clean toxic/environmental waste or contamination from a site.</p>
<b>05A</b>	<p><b>Senior Services</b></p> <p>Services for the elderly. 05A may be used for an activity that serves both the elderly and the handicapped provided it is not intended primarily to serve persons with handicaps. If it is, use 05B instead.</p>
<b>05B</b>	<p><b>Handicapped Services</b></p> <p>Services for the handicapped, regardless of age.</p>
<b>05C</b>	<p><b>Legal Services</b></p> <p>Services providing legal aid to low- and moderate-income (LMI) persons.</p> <p><i>If the only legal service provided is for the settlement of tenant/landlord disputes, use 05K.</i></p>
<b>05D</b>	<p><b>Youth Services</b></p> <p>Services for young people age 13 to 19 that include, for example, recreational services limited to teenagers and teen counseling programs. Also use 05D for counseling programs that target teens but include counseling for the family as well.</p> <p><i>For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.</i></p>
<b>05E</b>	<p><b>Transportation Services</b></p> <p>General transportation services.</p> <p><i>Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.</i></p>

<b>Code</b>	<b>Definition</b>
<b>05F</b>	<b>Substance Abuse Services</b> Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.
<b>05G</b>	<b>Services for Battered and Abused Spouses</b> Services for battered and abused spouses and their families. <i>For services limited to abused and neglected children, use 05N.</i>
<b>05H</b>	<b>Employment Training</b> Assistance to increase self-sufficiency, including literacy, independent living skills, and job training. <i>For activities providing training for permanent jobs with specific businesses, use 18A.</i>
<b>05I</b>	<b>Crime Awareness/Prevention</b> Promotion of crime awareness and prevention, including crime prevention education programs and paying for security guards.
<b>05J</b>	<b>Fair Housing Activities (subject to Public Services cap)</b> Fair housing services (e.g. counseling on housing discrimination) that meet a national objective. <i>For fair housing services activities carried out as part of general program administration (and thus not required to meet a national objective), use 21D.</i>
<b>05K</b>	<b>Tenant/Landlord Counseling</b> Counseling to help prevent or settle disputes between tenants and landlords.
<b>05L</b>	<b>Child Care Services</b> Services that will benefit children (generally under age 13), including parenting skills classes. <i>For services exclusively for abused and neglected children, use 05N.</i>
<b>05M</b>	<b>Health Services</b> Services addressing the physical health needs of residents of the community. <i>For mental health services, use 05O.</i>
<b>05N</b>	<b>Services for Abused and Neglected Children</b> Daycare and other services exclusively for abused and neglected children.
<b>05O</b>	<b>Mental Health Services</b> Services addressing the mental health needs of residents of the community.
<b>05P</b>	<b>Screening for Lead Poisoning</b> Activities undertaken primarily to provide screening for lead poisoning. <i>For lead poisoning testing/abatement activities, use 14I.</i>

<b>Code</b>	<b>Definition</b>
<b>05Q</b>	<b>Subsistence Payments</b> One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Examples include utility payments to prevent cutoff of service and rent/mortgage payments to prevent eviction.
<b>05R</b>	<b>Homeownership Assistance (not direct)</b> Homeowner downpayment assistance provided as a public service. If housing counseling is provided to those applying for downpayment assistance, the counseling is considered part of the 05R activity.  Assistance provided under 05R must meet the low/mod housing national objective. Therefore, unless the assistance is provided by a CBDO in an NRSA, it is subject to the public service cap and only low/mod households may be assisted. If the assistance is provided by a CBDO in an NRSA, the housing units for which CDBG funds are obligated in a program year may be aggregated and treated as a single structure for purposes of meeting the housing national objective (that is, only 51% of the units must be occupied by LMI households).  <i>For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13.</i>
<b>05S</b>	<b>Rental Housing Subsidies</b> Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by CBDOS.
<b>05T</b>	<b>Security Deposits</b> Tenant subsidies exclusively for payment of security deposits.
<b>05U</b>	<b>Housing Counseling</b> Housing counseling for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).
<b>05V</b>	<b>Neighborhood Cleanups</b> One-time or short-term efforts to remove trash and debris from neighborhoods. Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal.
<b>05W</b>	<b>Food Banks</b> Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.
<b>05</b>	<b>Other Public Services</b> Do not use this code for public services activities unless an activity does not fall under a more specific 05* code.  Examples of legitimate uses of this code are referrals to social services, neighborhood cleanup, graffiti removal, and food distribution (community kitchen, food bank, and food pantry services).

<b>Code</b>	<b>Definition</b>
<b>06</b>	<b>Interim Assistance</b> Only for activities undertaken either to: <ul style="list-style-type: none"> <li>• Make limited improvements (e.g., repair of streets, sidewalks, or public buildings) intended solely to arrest further deterioration of physically deteriorated areas prior to making permanent improvements.</li> <li>• Alleviate emergency conditions threatening public health and safety, such as removal of tree limbs or other debris after a major storm.</li> </ul>
<b>07</b>	<b>Urban Renewal Completion</b> Completion of urban renewal projects funded under Title I of the Housing Act of 1949.  Do not use code 07 for a downtown renewal, downtown development, or urban renewal activity unless the activity will result in the closing out of a federally-approved urban renewal project.
<b>08</b>	<b>Relocation</b> Relocation payments and other assistance for permanently or temporarily displaced individuals, families, businesses, non-profit organizations, and farms.
<b>09</b>	<b>Loss of Rental Income</b> Payments to owners of housing for loss of rental income due to temporarily holding rental units for persons displaced by CDBG-assisted activities.
<b>11</b>	<b>Privately Owned Utilities</b> Acquisition, reconstruction, rehabilitation, or installation of distribution lines and facilities of federally regulated, privately owned utilities. This includes placing new or existing distribution lines/facilities underground.
<b>12</b>	<b>Construction of Housing</b> Construction of housing with CDBG funds must be carried out by CBDOS, in accordance with the regulations at 570.204(a).
<b>13</b>	<b>Direct Homeownership Assistance</b> Homeownership assistance to LMI households as authorized under 105(a)(24).  Forms of assistance include subsidizing interest rates and mortgage principal, paying up to 50% of downpayment costs, paying reasonable closing costs, acquiring guarantees for mortgage financing from private lenders, and financing the acquisition by LMI households of the housing they already occupy.  If housing counseling is provided to households receiving direct homeownership assistance, the counseling is considered part of the code 13 activity.  All recipients of assistance provided under matrix code 13 must be LMI.
<b>14A</b>	<b>Rehab: Single-Unit Residential</b> Rehabilitation of privately owned, single-unit homes.

<b>Code</b>	<b>Definition</b>
<b>14B</b>	<p><b>Rehab: Multi-Unit Residential</b></p> <p>Rehabilitation of privately owned buildings with two or more permanent residential units.</p> <p><i>For the rehabilitation of units that will provide temporary shelter or transitional housing for the homeless, use 03C.</i></p>
<b>14C</b>	<p><b>Rehab: Public Housing Modernization</b></p> <p>Rehabilitation of housing units owned/operated by a public housing authority (PHA).</p>
<b>14D</b>	<p><b>Rehab: Other Publicly Owned Residential Buildings</b></p> <p>Rehabilitation of permanent housing owned by a public entity other than a PHA.</p> <p><i>For the rehabilitation of other publicly owned buildings that will provide temporary shelter or transitional housing for the homeless, use 03C.</i></p>
<b>14E</b>	<p><b>Rehab: Publicly or Privately Owned Commercial/Industrial</b></p> <p>Rehabilitation of commercial/industrial property. If the property is privately owned, CDBG-funded rehab is limited to:</p> <ul style="list-style-type: none"> <li>• Exterior improvements (generally referred to as “facade improvements”).</li> <li>• Correction of code violations</li> </ul> <p><i>For more extensive rehabilitation of privately owned commercial/industrial property, use 17C; for infrastructure developments and improvements at commercial/industrial sites, use 17B.</i></p>
<b>14F</b>	<p><b>Rehab: Energy Efficiency Improvements</b></p> <p>Housing rehabilitation with the sole purpose of improving energy efficiency (e.g., a weatherization program).</p> <p><i>For energy efficiency improvements to public housing units, use 14C; for other publicly owned residential buildings, use 14D.</i></p>
<b>14G</b>	<p><b>Rehab: Acquisition</b></p> <p>Acquisition of property to be rehabilitated for housing. 14G may be used whether CDBG funds will pay only for acquisition or for both acquisition and rehabilitation.</p>
<b>14H</b>	<p><b>Rehab: Administration</b></p> <p>All delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples include appraisal, architectural, engineering, and other professional services; preparation of work specifications and work write-ups; loan processing; survey, site and utility plans; application processing; and other fees.</p> <p>Do not use 14H for the costs of actual rehabilitation and do not use it for costs unrelated to running a rehab program (e.g., tenant/landlord counseling).</p> <p><i>For housing rehabilitation administration activities carried out as part of general program administration (and thus not required to meet a national objective), use code 21.</i></p>
<b>14I</b>	<p><b>Lead-Based Paint/Lead Hazards Testing/Abatement</b></p> <p>Housing rehabilitation activities with the primary goal of evaluating and reducing lead-based paint/lead hazards.</p>

<b>Code</b>	<b>Definition</b>
	<i>For lead-based paint/lead hazards screening, use 05P.</i>
<b>14J</b>	<b>Housing Services</b> Housing services in support of the HOME Program, eligible under 570.201(k).
<b>15</b>	<b>Code Enforcement</b> Salaries and overhead costs associated with property inspections and follow-up actions (such as legal proceedings) directly related to the enforcement (not correction) of state and local codes. <i>For the correction of code violations, use the appropriate rehabilitation code.</i>
<b>16A</b>	<b>Residential Historic Preservation</b> Rehabilitation of historic buildings for residential use.
<b>16B</b>	<b>Non-Residential Historic Preservation</b> Rehabilitation of historic buildings for non-residential use. Examples include the renovation of an historic building for use as a neighborhood facility, as a museum, or by an historic preservation society.
<b>17A</b>	<b>Commercial/Industrial: Acquisition/Disposition</b> Land acquisition, clearance of structures, or packaging of land for the purpose of creating industrial parks or promoting commercial/industrial development. 17A activities must be carried out by the grantee or by non-profits.
<b>17B</b>	<b>Commercial/Industrial: Infrastructure Development</b> Street, water, parking, rail transport, or other improvements to commercial/industrial sites. 17B also includes the installation of public improvements, such as the construction of streets to and through commercial/industrial areas. 17B activities must be carried out by the grantee or by non-profits.
<b>17C</b>	<b>Commercial/Industrial: Building Acquisition, Construction, Rehabilitation</b> Acquisition, construction, or rehabilitation of commercial/industrial buildings. 17C activities must be carried out by the grantee or by non-profits.
<b>17D</b>	<b>Commercial/Industrial: Other Improvements</b> Commercial/industrial improvements not covered by other 17* codes. 17D activities must be carried out by the grantee or by non-profits.
<b>18A</b>	<b>Economic Development: Direct Financial Assistance to For-Profits</b> Financial assistance to for-profit businesses to (for example) acquire property, clear structures, build, expand or rehabilitate a building, purchase equipment, or provide operating capital. Forms of assistance include loans, loan guarantees, and grants. With one exception, a separate 18A activity must be set up for each business assisted. The exception is an activity carried out under 570.208(a)(4)(vi), for which job aggregation is allowed.
<b>18B</b>	<b>Economic Development: Technical Assistance</b> Technical assistance to for-profit businesses, including workshops, marketing, and referrals. Also use 18B for activity delivery costs eligible under 570.203(c).

<b>Code</b>	<b>Definition</b>
<b>18C</b>	<p><b>Economic Development: Micro-Enterprise Assistance</b></p> <p>Financial assistance, technical assistance, or general support services to owners and developers of micro-enterprises. A micro-enterprise is a business with five or fewer employees, including the owner(s).</p> <p>With one exception, a separate activity must be set up for each micro-enterprise assisted. The exception is an activity carried out under 570.208(a)(4)(vi), for which job aggregation is allowed.</p>
<b>19A</b>	Obsolete – use code 21H.
<b>19B</b>	Obsolete – use code 21H.
<b>19C</b>	<p><b>CDBG Non-Profit Organization Capacity Building</b></p> <p>Activities specifically designed to increase the capacity of non-profit organizations to carry out eligible neighborhood revitalization or economic development activities. Such activities may include providing technical assistance and specialized training to staff.</p>
<b>19D</b>	<p><b>CDBG Assistance to Institutes of Higher Education</b></p> <p>Obsolete. Instead of using this matrix code, set the INSTITUTION OF HIGHER EDUCATION field to “yes” on the Add/Edit Subordinate Organization screen to indicate that the activity will be carried out by an institution of higher education. Then assign the appropriate matrix code based on the nature of the activity to be undertaken by the institution.</p>
<b>19E</b>	<p><b>CDBG Operation and Repair of Foreclosed Property</b></p> <p>Activities to prevent the abandonment and deterioration of housing acquired through tax foreclosure. These include making essential repairs to the housing and paying operating expenses to maintain its habitability.</p>
<b>19F</b>	<p><b>Planned Repayments of Section 108 Loans</b></p> <p>Repayments of principal for Section 108 loan guarantees.</p>
<b>19G</b>	<p><b>Unplanned Repayments of Section 108 Loans</b></p> <p>Unplanned repayments of principal for Section 108 loan guarantees.</p>
<b>20</b>	<p><b>Planning</b></p> <p>Program planning activities, including the development of comprehensive plans (e.g., a consolidated plan), community development plans, energy strategies, capacity building, environmental studies, area neighborhood plans, and functional plans.</p>
<b>21A</b>	<p><b>General Program Administration</b></p> <p>Overall program administration, including (but not limited to) salaries, wages, and related costs of grantee staff or others engaged in program management, monitoring, and evaluation.</p> <p>Also use 21A to report the use of CDBG funds to administer federally designated Empowerment Zones or Enterprise Communities.</p> <p><i>For CDBG funding of HOME admin costs, use 21H; for CDBG funding of HOME CHDO operating expenses, use 21I.</i></p>



<b>Code</b>	<b>Definition</b>
<b>21B</b>	<b>Indirect Costs</b> Costs charged under an indirect cost allocation plan.
<b>21C</b>	<b>Public Information</b> Providing information and other resources to residents and citizen organizations participating in the planning, implementation, or assessment of CDBG-assisted activities.
<b>21D</b>	<b>Fair Housing Activities (subject to Admin cap)</b> Fair housing activities carried out as part of general program administration rather than as a public service. They are subject to the Admin cap, but do not have to meet a national objective. <i>For fair housing activities carried out as a public service, use 05J.</i>
<b>21E</b>	<b>Submission of Applications for Federal Programs</b> Preparation of (1) documents that must be submitted to HUD to receive CDBG funds or (2) applications to other federal programs for community development assistance.
<b>21H</b>	<b>CDBG Funding of HOME Admin</b> CDBG funding of administrative costs for HOME Program activities eligible under 570.206(i)(2).
<b>21I</b>	<b>CDBG Funding of HOME CHDO Operating Expenses</b> CDBG funding of CHDO operating expenses for HOME Program activities eligible under 570.206(i)(2).
<b>22</b>	<b>Unprogrammed Funds</b> Identification of funds that are not yet programmed for use—e.g., reserve or contingency funds.
<b>23</b>	<b>Tornado Shelters Serving Private Mobile Home Parks</b> Construction or improvement of tornado-safe shelters for residents of manufactured housing and the provision of assistance (including loans and grants) to nonprofit and for-profit entities, in accordance with Section 105(a)(24). {Note that two pars. 24 have been enacted.}
<b>24A</b>	<b>Payment of Interest on Section 108 Loans</b> Payment of interest on the guaranteed loan.
<b>24B</b>	<b>Payment of Costs of Section 108 Financing</b> Payment of issuance, underwriting, servicing, trust administration, and other costs associated with private sector financing of debt obligations.
<b>24C</b>	<b>Debt Service Reserve</b> A debt service reserve to be used in accordance with requirements specified in the contract entered into pursuant to CFR 570.705(b)(1).







## Appendix B

### NATIONAL OBJECTIVE CODES

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The national objective codes (NOCs) are listed below with descriptions and applicable CFR citations. The NOCs that may be used with each matrix code are identified in Appendix C.

NOC	Description	24 CFR Citation
LMA	<b>Low/mod area benefit</b> Activities providing benefits that are available to all the residents of a particular area, at least 51% of whom are low/mod income. The service area of an LMA activity is identified by the grantee, and need not coincide with Census tracts or other officially recognized boundaries.	570.208(a)(1)
LMAFI	<b>Low/mod area benefit, community development financial institution (CDFI)</b> Job creation and retention activities that are carried out by a CDFI and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(6)(i)
LMASA	<b>Low/mod area benefit, neighborhood revitalization strategy area (NRSA)</b> Job creation and retention activities that are carried out pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) and that the grantee elects to consider as meeting the low/mod area benefit criteria.	570.208(d)(5)(i)
LMC	<b>Low/mod limited clientele benefit</b> Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.	570.208(a)(2)
LMCMC	<b>Low/mod limited clientele, micro-enterprises</b> Activities carried out under 24 CFR 570.201(o) that benefit micro-enterprise owners/developers who are low/mod income.	570.208(a)(2)(iii)
LMCSV	<b>Low/mod limited clientele, job service benefit</b> Activities that provide job training, placement and/or employment support services in which the percentage of low/mod persons assisted is less than 51%, but the proportion of the total cost paid by CDBG does not exceed the proportion of the total number of persons assisted who are low/mod.	570.208(a)(2)(iv)
LMH	<b>Low/mod housing benefit</b> Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.	570.208(a)(3)

<b>NOC</b>	<b>Description</b>	<b>24 CFR Citation</b>
LMHSP	<b>Low/mod housing benefit, CDFI or NRSA</b> Activities carried out by a CDFI or pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) to provide or improve permanent residential structures which the grantee elects to consider as a single structure for purposes of determining national objective compliance. For example, two single-unit homes rehabilitated in an NRS may be considered a single structure; at least one of the units must be occupied by a low/mod household. If ten single-unit homes were assisted, at least six (51%) must be occupied by low/mod households.	570.208(d)(5)(ii) and (d)(6)(ii)
LMJ	<b>Low/mod job creation and retention</b> Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/mod persons.	570.208(a)(4)
LMJFI	<b>Low/mod job creation and retention, public facility/improvement benefit</b> Public facility/improvement activities that are undertaken principally for the benefit of one or more businesses and that result in the creation/retention of jobs.	570.208(a)(4)(vi) (F)
LMJP	<b>Low/mod job creation, location-based</b> Activities where a job is held by or made available to a low/mod person based on the location of the person's residence or the location of the assisted business.	570.208(a)(4)(iv)
SBA	<b>Slum/blight area benefit</b> Activities undertaken to prevent or eliminate slums or blight in a designated area.	570.208(b)(1)
SBR	<b>Slum/blight, urban renewal areas</b> Activities authorized under an Urban Renewal Loan and Grant Agreement that are undertaken to prevent or eliminate slums or blight in an urban renewal area and that are necessary to complete an Urban Renewal Plan.	570.208(b)(3)
SBS	<b>Slum/blight, spot basis</b> Activities undertaken on a spot basis to address conditions of blight or physical decay not located in designated slum/blight areas.	570.208(b)(2)
URG	<b>Urgent need</b> Activities that alleviate emergency conditions of recent origin which pose a serious and immediate threat to the health or welfare of the community; eligible only if the grantee cannot finance the activity on its own and no other sources of funding are available.	570.208(c)

## Appendix C

# MATRIX CODE/NATIONAL OBJECTIVE/ ACCOMPLISHMENT TYPE COMBINATIONS

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The matrix code and national objective that are assigned to an activity determine which accomplishment type may be used.

Allowing only certain accomplishment types for a matrix code and national objective combination enables HUD to obtain more uniform data for reporting and for assessing program performance.

Matrix Code	National Objective	Accomplishment Type
01 Acquisition of Real Property	LMA, LMC	01 People 08 Businesses 11 Public Facilities
	SB*, URG	01 People 08 Businesses 10 Housing Units 11 Public Facilities
	LMH*	10 Housing Units
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
02 Disposition of Real Property  When the property is used for the purpose for which it was acquired, use the accomplishment type that was or should have been used for acquisition of the property.  When it is disposed of for a use other than for which it was acquired, use the accomplishment type that corresponds to the new use.	LMA, LMC, SBA, SBR, URG	01 People 08 Businesses 11 Public Facilities
	LMH*	10 Housing Units
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
03 Other Public Facilities and Improvements	LMA, LMC, SB*, URG	01 People 11 Public Facilities
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03A Senior Centers	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03B Handicapped Centers	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03C Homeless Facilities (not operating costs)	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs

Matrix Code	National Objective	Accomplishment Type
03D Youth Centers	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03E Neighborhood Facilities	LMA, LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03F Parks, Recreational Facilities	LMA, LMC, SB*, URG	11 Public Facilities
	LMJFI	13 Jobs
03G Parking Facilities	LMA, LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03H Solid Waste Disposal Improvements	LMA, LMC, SB*, URG	11 Public Facilities
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03I Flood Drainage Improvements	LMA, LMC, SB*, URG	11 Public Facilities
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03J Water/Sewer Improvements	LMA, LMC, SB*, URG	01 People
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03K Street Improvements	LMA, LMC, SB*, URG	01 People
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03L Sidewalks  When the sole purpose of an activity is to create curb cuts, use the Public Facilities accomplishment type and report the number of curb cuts.  When curb cuts are carried out along with other improvements, report the number of People.	LMA, LMC, SB*, URG	01 People 11 Public Facilities
	LMH*	10 Housing Units
	LMJ*, LMAFI, LMASA	13 Jobs
03M Child Care Centers	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03N Tree Planting	LMA, LMC, SB*, URG	11 Public Facilities
03O Fire Stations/Equipment	LMA, SB*, URG	11 Public Facilities
	LMJFI	13 Jobs
03P Health Facilities	LMA, LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs



Matrix Code	National Objective	Accomplishment Type
03Q Facilities for Abused and Neglected Children	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03R Asbestos Removal	LMA, LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03S Facilities for AIDS Patients (not operating costs)	LMC, SB*, URG	11 Public Facilities
	LMJ*, LMAFI, LMASA	13 Jobs
03T Operating Costs of Homeless/AIDS Patients Programs	LMC, SBA, URG	01 People
04 Clearance and Demolition Use the accomplishment type that most accurately describes what is being cleared or demolished.	LMA, LMC, SB*, URG	08 Businesses 10 Housing Units 11 Public Facilities
	LMH*	10 Housing Units
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
04A Cleanup of Contaminated Sites Report the number of sites cleaned based on the primary use of the site (not the number of businesses).	LMA, LMC, SB*, URG	08 Businesses 11 Public Facilities
	LMH*	10 Housing Units
05 Other Public Services	LMA, LMC, SBA, URG, LMCSV	01 People
05A Senior Services	LMC, SBA, URG, LMCSV	01 People
05B Handicapped Services	LMC, SBA, URG, LMCSV	01 People
05C Legal Services	LMA, LMC, SBA, URG, LMCSV	01 People
05D Youth Services	LMC, SBA, URG, LMCSV	01 People
05E Transportation Services	LMA, LMC, SBA, URG, LMCSV	01 People
05F Substance Abuse Services	LMA, LMC, SBA, URG, LMCSV	01 People
05G Services for Battered and Abused Spouses	LMC, SBA, URG, LMCSV	01 People
05H Employment Training	LMA, LMC, SBA, URG, LMCSV	01 People
05I Crime Awareness/Prevention	LMA, LMC, SBA, URG, LMCSV	01 People
05J Fair Housing Activities (subject to Public Services cap)	LMA, LMC, SBA, URG, LMCSV	01 People
05K Tenant/Landlord Counseling	LMC, SBA, URG, LMCSV	01 People
05L Child Care Services	LMC, SBA, URG, LMCSV	01 People

Matrix Code	National Objective	Accomplishment Type
05M Health Services	LMA, LMC, SBA, URG, LMCSV	01 People
05N Services for Abused and Neglected Children	LMC, SBA, URG, LMCSV	01 People
05O Mental Health Services	LMA, LMC, SBA, URG, LMCSV	01 People
05P Screening for Lead Poisoning	LMC, SBA, URG, LMCSV	01 People
05Q Subsistence Payments	LMC, SBA, URG, LMCSV	01 People
05R Homeownership Assistance (not direct)	LMH*, SBA, URG, LMCSV	04 Households
05S Rental Housing Subsidies	LMH*, SBA, URG, LMCSV	04 Households
05T Security Deposits	LMH*, SBA, URG, LMCSV	04 Households
05U Housing Counseling	LMC	04 Households
05V Neighborhood Cleanups	LMA, SBA, URG, LMCSV	01 People
05W Food Banks	LMA, LMC, SBA, URG, LMCSV	01 People
06 Interim Assistance	LMA, SBA, SBS, URG	01 People 08 Businesses 10 Housing Units 11 Public Facilities
07 Urban Renewal Completion	LMA, LMC	08 Businesses 11 Public Facilities
	LMH*	10 Housing Units
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
08 Relocation	LMA, LMC, SB*, URG	01 People 04 Households 08 Businesses 09 Organizations (non-profits)
	LMH*	04 Households
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
09 Loss of Rental Income Report the number of owners to whom payments are made.	LMA, LMC, LMH*, LMJ, SB*, URG, LMJP, LMAFI, LMASA	01 People
11 Privately Owned Utilities Report the number of private utilities assisted.	LMA, LMC, LMH*, LMJ, SB*, URG, LMJP, LMAFI, LMASA	08 Businesses

Matrix Code	National Objective	Accomplishment Type
12 Construction of Housing Construction of new housing with CDBG entitlement funds must be carried out by CBDOs, in accordance with the regulations at 570.204(a).	LMH*, SBA, SBR, URG	10 Housing Units
13 Direct Homeownership Assistance	LMH*	04 Households
14A Rehab: Single-Unit Residential	LMH*, SB*, URG	10 Housing Units
14B Rehab: Multi-Unit Residential	LMH*, SB*, URG	10 Housing Units
14C Rehab: Public Housing Modernization	LMH*, SB*, URG	10 Housing Units
14D Rehab: Other Publicly Owned Residential Buildings	LMH*, SB*, URG	10 Housing Units
14E Rehab: Publicly or Privately Owned Commercial/Industrial	LMA, LMC, SB*, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
14F Rehab: Energy Efficiency Improvements	LMH*, SB*, URG	10 Housing Units
14G Rehab: Acquisition	LMH*, SB*, URG	08 Businesses 09 Organizations 10 Housing Units
14H Rehab: Administration Report accomplishments for a 14H activity if CDBG funds are used to run a rehab program but not to perform the actual rehab.  If CDBG money is also used to perform the rehab (which should be set up as a separate activity), then be sure to enter <b>Y</b> in the Accomplishments Reported at Another Activity field on CDBG Setup Detail (Page 1) for the 14H activity.	LMA, LMC, LMJ, SB*, URG, LMJP, LMAFI, LMASA	08 Businesses 09 Organizations
	LMH*	10 Housing Units
14I Lead-Based Paint/Lead Hazards Testing/Abatement  For proposed and actual units, report the number of housing units tested/abated. When applicable, use the Accomplishment Narrative to report the number of children screened.	LMH*, SB*, URG	10 Housing Units

Matrix Code	National Objective	Accomplishment Type
14J Housing Services	LMH*	10 Housing Units
15 Code Enforcement  If the activity consists of inspecting privately owned vacant lots and/or tagging abandoned vehicles, report People.  If it includes inspection of multiple types of property including housing units, report the number of Housing Units inspected in the units fields; report the number of People, Businesses, and/or Organizations, as appropriate, in the Accomplishment Narrative.	LMA, SBA, SBR, URG	01 People 08 Businesses 09 Organizations 10 Housing Units
16A Residential Historic Preservation	LMH*, SB*	10 Housing Units
16B Non-Residential Historic Preservation	LMA, LMC, LMJ, SB*, LMJP, LMAFI, LMASA	08 Businesses 09 Organizations
17A Commercial/Industrial: Acquisition/Disposition	LMA, LMC, SB*, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
17B Commercial/Industrial: Infrastructure Development	LMA, LMC, SBA, SBR, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
17C Commercial/Industrial: Building Acquisition, Construction, Rehabilitation	LMA, LMC, SB*, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
17D Commercial/Industrial: Other Improvements	LMA, LMC, SB*, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
18A Economic Development: Direct Financial Assistance to For-Profits  Report accomplishments for an 18* activity if CDBG funds are used to run a loan/grant program but not to make the loans/grants.  If CDBG money is also used to make the loans/grants (which should be set up as a separate activity), then be sure to set the Accomplishments Reported at Another Activity field to Yes on	LMA	08 Businesses  Report the number of businesses assisted, <u>not</u> the number of persons in the service area.
	SBA, SBR, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs

Matrix Code	National Objective	Accomplishment Type
CDBG Setup Detail (Page 1) for the 18* activity.		
18B Economic Development: Technical Assistance	LMA, SBA, SBR, URG, LMCSV	08 Businesses
Please see the note for 18A above. Report the number of businesses assisted. When applicable, report the number of people trained and/or support services provided in the Accomplishment Narrative.	LMJ, LMJP, LMAFI, LMASA	13 Jobs
18C Economic Development: Micro-Enterprise Assistance	LMA, LMC, SBA, SBR, URG, LMCMC	01 People 08 Businesses
Please see the note for 18A above. If the activity provides training to assist people in developing and operating a micro-enterprise, report People.  If the activity assists a micro-enterprise (including assistance in creating a micro-enterprise), report Businesses.  If the activity undertakes both of these functions, report only the number of Businesses assisted in the units fields. Report the number of People trained in the Accomplishment Narrative.	LMJ, LMJP, LMAFI, LMASA	13 Jobs
19C CDBG Non-Profit Organization Capacity Building	All	09 Organizations
19D CDBG Assistance to Institutes of Higher Education	N/A – matrix code is obsolete	N/A – matrix code is obsolete
19E CDBG Operation and Repair of Foreclosed Property	LMA, LMH*	10 Housing Units
19F Planned Repayments of Section 108 Loans	None	None
19G Unplanned Repayments of Section 108 Loans	None	None
20 Planning	None	None
21A General Program Administration	None	None
21B Indirect Costs	None	None
21C Public Information	None	None
21D Fair Housing Activities (subject to Admin cap)	None	None

<b>Matrix Code</b>	<b>National Objective</b>	<b>Accomplishment Type</b>
21E Submission of Applications for Federal Programs	None	None
21H CDBG Funding of HOME Admin	None	None
21I CDBG Funding of HOME CHDO Operating Expenses	None	None
22 Unprogrammed Funds	None	None
23 Tornado Shelters Serving Private Mobile Home Parks	LMA	Housing Units
24A Payment of Interest on Section 108 Loans	None	None
24B Payment of Costs of Section 108 Financing	None	None
24C Debt Service Reserve	None	None

## Appendix D

# ADDING ORGANIZATIONS

If an activity is not being carried out by grantee employees/contractors, then the name of the organization that is carrying it out must be provided on the first Add CDBG Setup Detail screen (see page 4-6). In most instances, it will already be on the organization selection list:

**Activity**

**Select Organization**

[Select](#) | [Cancel](#) | [Add Organization](#)

**Search Criteria**

Organization Name:  City:  DUNS #:  EIN/TIN #:   
(ex: nn-nnn-nnnn) (ex: nn-nnnnnnn)

[Search](#) | [Reset](#)

**Name of Organization Carrying Out Activity**  
Results Page 2 of 173

Organization Name	City, State/Territory	DUNS #	EIN/TIN #
<a href="#">ABILIS (F/K/A ARC OF GREENWICH)</a>	GREENWICH, CT		
<a href="#">ABILITY BEYOND DISABILITY</a>	DANBURY, CT		
<a href="#">ABILITY BEYOND DISABILITY, INC.</a>	DANBURY, CT		
<a href="#">ABRI HOME FOR THE BRAVES</a>	BRIDGEPORT, CT		
<a href="#">ACHIEVING THE DREAM</a>	WEST HAVEN, CT		
<a href="#">ACHIEVING THE DREAM, INC.</a>	WEST HAVEN, CT		
<a href="#">ACHIEVING THE DREAM, INC.</a>	WEST HAVEN, CT		
<a href="#">ACORN COUNSELING INC.</a>	BRIDGEPORT, CT		
<a href="#">ACTION FOR BRIDGEPORT COMMUNITY DEVELOPMENT</a>	FAIRFIELD, CT		
<a href="#">ACTION FOR BRIDGEPORT COMMUNITY DEVELOPMENT</a>	FAIRFIELD, CT		

[Previous 10 Results](#) | [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next 10 Results](#)

If the organization is not listed, a user with the authority to add “carrying out” organizations can click the <Add Organization> button to display this screen:

## Organization

### Add Organization

|

**\*Indicates Required Field**

#### Profile

**\*Organization Name:** (tip)

**Address Line 1:** (ex: 1313 Sherman Street)

**Address Line 2:**

(ex: Suite 518)

**Address Line 3:**

(ex: Division of Housing)

**\*City:**

**\*State/Territory:**

Select State

**Zip Code:**

-

**\*Organization Type:** (tip)

Other

**\*Organizational DUNS #:** (tip)

(ex: nn-nnn-nnnn)

**EIN/TIN #:** (tip)

(ex: nn-nnnnnnn)

**Ext:**

(ex: nnnn)

**CHDO Eligible:** (tip)

☐ Yes
☒ No

**Non Governmental Information**

**Faith Based:** (tip)

☐ Yes
☒ No

**Institution of Higher Education:** (tip)

☐ Yes
☒ No

**Non Profit:**

☐ Yes
☒ No

#### Contact Information

**First Name:**

**Middle Initial:**

**Last Name:**

**Title:**

**Email:**

**Address:**

**City:**

**State:**

Select state

**Zip Code:**

-

**Telephone:**

Ext.

|

The only required fields are ORGANIZATION NAME, CITY, STATE (it defaults to the grantee's state), and ORGANIZATIONAL DUNS #.

The user should also make sure that each of the three "Non-Governmental Information" fields at the top right contains the correct value, changing it to **Yes** when appropriate.



## **Appendix E**

# **STRATEGY, LOCAL TARGET, AND CDFI AREAS**

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### **Strategy Areas**

CDBG entitlement grantees may establish Neighborhood Revitalization Strategy Areas (NRSAs). These are locally designated areas where geographically targeted revitalization efforts are carried out through multiple activities in a concentrated and coordinated manner.

To stimulate the development of NRSAs, HUD offers CDBG grantees incentives such as greater flexibility in program design and reduced recordkeeping requirements.

For more information, grantees should refer to:

- Notice CPD-96-01
- 24 CFR 91.215(g)
- 24 CFR 570.208(d)(5)(i) and (ii)
- 24 CFR 570.209(b)(2)(v)(L) and (M)
- 24 CFR 570.204(b)(2)(ii)

NRSAs require HUD approval.

### **Local Target Areas**

While NRSAs are established through a formal process that requires approval by HUD, many other target areas are locally defined. These local designations may have a variety of names—revitalization areas, target neighborhoods, priority zones, and so on.

### **CDFI Areas**

CDFIs (Community Development Financial Institutions) are specialized financial institutions that work in market niches not adequately served by traditional financial institutions. CDFIs include community development banks, credit unions, loan funds, venture capital funds, and micro-enterprise loan funds.

Grantees have some flexibility within the regulations when CDBG-assisted activities are carried out by a CDFI serving a primarily residential area that is at least 51% LMI [see 24 CFR 570.208 (d)(6)].







## Appendix F

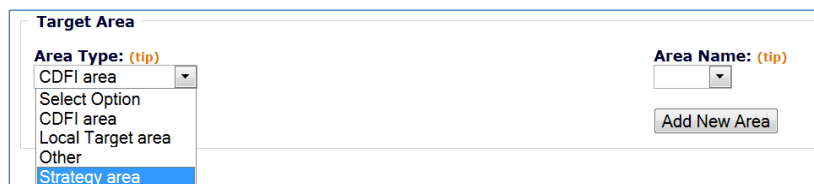
# SELECTING AND ADDING SPECIAL AREAS ON CDBG SETUP DETAIL (PAGE 1)

---

When you select **Strategy Area**, **CDFI Area**, **Local Target Area**, or **Other Area** from the AREA TYPE dropdown, you must specify the name of the area in the next field. If it is not listed on the AREA NAME dropdown, or if you need to update information about one of the areas that is listed, follow the instructions below.

## STRATEGY AREAS

Select **Strategy Area** from the AREA TYPE dropdown and tab to the AREA NAME field.



Target Area

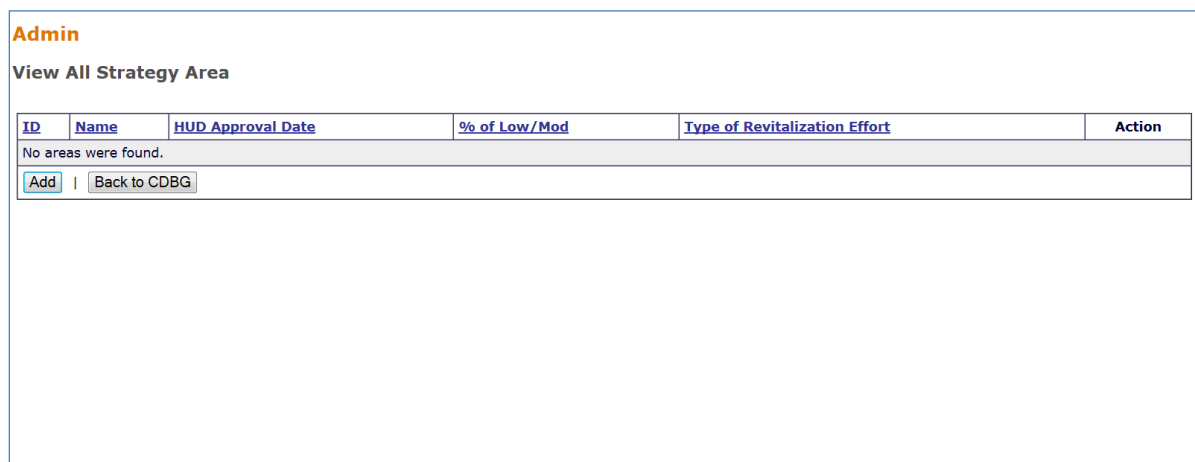
Area Type: (tip) CDFI area

- Select Option
- CDFI area
- Local Target area
- Other
- Strategy area

Area Name: (tip)  

Add New Area

Click the <Add New Area> button to display the View All Strategy Area (sic) screen. If your organization has never added any strategy areas, it will look like this:



Admin

View All Strategy Area

ID	Name	HUD Approval Date	% of Low/Mod	Type of Revitalization Effort	Action
No areas were found.					
<a href="#">Add</a>   <a href="#">Back to CDBG</a>					

Click the <Add> button to access the Add Strategy Area screen:

**Admin**

**Add Strategy Area**

|

**\*Indicates Required Field**

**\*Name:**

**\*Approval Date:**  
 [Select Date](#)  
 (ex: mm/dd/yyyy)

|

Input the strategy NAME and HUD APPROVAL DATE (it cannot be more than a year after today's date), then click the <Save> button. The view screen is redisplayed with the area you just added.

• Success: Location saved

**Admin**

**View All Strategy Area**

ID	Name	HUD Approval Date	% of Low/Mod	Type of Revitalization Effort	Action
900000000013732	Camden Strategy Area 1	03/09/2008			<a href="#">Edit</a>

|

Field	Description
ID	The ID is for use with EDI (Electronic Data Interchange).
Name	The name of the strategy area.
HUD Approval Date	The date HUD approved the strategy area.
% of Low/Mod	Always blank for strategy areas—applies only to CDFI areas.
Type of Revitalization Effort	Always blank for strategy areas which by definition are “comprehensive” revitalization efforts.

To update an area's name or HUD approval date, click its [Edit](#) link in the last column. To return to the CDBG setup page, click the <Back to CDBG> button.

## CDFI AREAS

The steps for adding or editing a CDFI area are the same as for strategy areas. The only difference is the data that you will be asked to input. Here is the Add CDFI Area screen:

**Admin**

**Add CDFI Area**

|

**\*Indicates Required Field**

**\*Name:**

**Type of Revitalization Effort:**

Select Option

**If Other, Specify:**

**\*% of Low/Mod:**

 %  
(ex: 99.99)

|

Field	Description
Name	Input the name of the CDFI area.
Type of Revitalization Effort	Select the type of revitalization effort being undertaken.
If Other, Specify	Fill this in only if you selected <b>Other</b> in the previous field.
% of Low/Mod	Input the percentage of low- and moderate-income persons in the CDFI area.

When you have finished, click the <Save> button to save your data and return to the view screen.

• Success: Location saved

**Admin**

**View All CDFI Area**

ID	Name	HUD Approval Date	% of Low/Mod	Type of Revitalization Effort	Action
900000000013712	CDFI Area 1		54.6	Commercial	<a href="#">Edit</a>

|

To update the data for a CDFI area, click its [Edit](#) link in the last column. To return to the CDBG setup page, click the <Back to CDBG> button.

## LOCAL TARGET AREAS

The steps for adding or editing a local target area are the same as for strategy areas. The only difference is the data that you will be asked to input. Here is the Add Local Target Area screen:

**Admin**

**Add Local Target Area**

|

**\*Indicates Required Field**

**\*Name:**

**Type of Revitalization Effort:**

**If Other, Specify:**

|

Field	Description
Name	Input the name of the local target area.
Type of Revitalization Effort	Select the type of revitalization effort being undertaken: Commercial, Comprehensive, Housing, or Other.
If Other, Specify	Fill this in only if you selected <b>Other</b> in the previous field.

When you have finished, click the <Save> button to save your data and return to the view screen.

• Success: Location saved

**Admin**

**View All Local Target Area**

ID	Name	HUD Approval Date	% of Low/Mod	Type of Revitalization Effort	Action
900000000001283	Blades Target Area			Housing	<a href="#">Edit</a>
900000000004449	Bridgeville Target Area			Housing	<a href="#">Edit</a>
900000000004689	CAPITOL PARK TARGET AREA			Housing	<a href="#">Edit</a>
900000000004690	CLAYTON TARGET AREA			Housing	<a href="#">Edit</a>
900000000012252	Cool Spring Target Area			Housing	<a href="#">Edit</a>
900000000000421	COUNTYWIDE			Housing	<a href="#">Edit</a>

To update the data for a local target area, click its [Edit](#) link in the last column. To return to the CDBG setup page, click the <Back to CDBG> button.



## Appendix G

### REPORTING ENERGY STAR-CERTIFIED UNITS

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Grantees must enter Energy Star-related data correctly. Installing replacement windows, performing weatherization improvements, or installing Energy Star-certified appliances alone does not make a home Energy Star-certified. Energy Star is a **system** for achieving and verifying a certain level of performance with respect to energy efficiency. To earn the Energy Star certification for an entire home, the home must meet strict guidelines for energy efficiency set by the U. S. Environmental Protection Agency. Homes achieve this level of performance through a **combination** of energy-efficient improvements, including effective insulation systems, high-performance windows, tight construction and ducts, efficient heating and cooling equipment, and Energy Star-certified lighting and appliances. Energy Star certification for a home requires third-party verification by a certified Home Energy Rater (or the equivalent), who works closely with the builder throughout the construction process and inspect the housing unit to determine compliance with requirements.

At the time this guidance was released, Energy Star-certified housing units funded by CDBG will be either newly constructed single-family detached homes, newly constructed multifamily properties, or multifamily properties that undergo significant gut rehabilitation, defined as a requiring a change of use, the reconstruction of a vacant structure, or cause for the building to be out of service for at least 30 consecutive days. Gut or substantial rehabilitation of single family housing units with CDBG funds may also earn the Energy Star label. CDBG grantees initiating new Energy Star gut rehabilitation projects must meet or exceed Energy Star standards for New Homes, until the release of specific guidelines for gut rehabilitation by EPA. Please visit [www.energystar.gov](http://www.energystar.gov) to find a wealth of information about Energy Star housing.

Many CDBG grantees are incorrectly identifying housing units as Energy Star-certified in IDIS, resulting in inflated, inaccurate numbers in IDIS reports and intensive efforts to determine the correct number of CDBG units that actually attained Energy Star certification. The number of Energy Star-certified units produced by CDBG grantees is reported to the Secretary of HUD and to the Office of Management and Budget each quarter to assess CDBG's progress in meeting the Energy Star goal in HUD's Strategic Plan. CDBG must be able to obtain Energy Star data in IDIS that is reliable and that does not routinely require verification.

Grantees should carefully review the New Home and Multifamily High Rise Energy Star requirements on <http://www.energystar.gov> to prevent recurrence of reporting errors. It should also be reiterated that performing one or more of the following improvements alone does **not** earn the housing unit the Energy Star label:

- Installation of replacement windows
- Installation of Energy Star-rated appliances
- Installation of insulation
- Installation of water efficient toilets
- Weatherization projects

While these are commendable energy conservation measures that the CDBG program encourages, they do not earn a housing unit Energy Star certification by themselves. Therefore, they should not be reported as Energy Star-certified housing units in IDIS.







# Appendix H

## EDA JOB CATEGORY DEFINITIONS

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Definitions of the job types listed on the jobs accomplishment screen are provided below.

- **Officials and Managers**

Administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operation.

Includes: officials, executives, middle management, plant managers, department managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.

- **Professional**

Occupations requiring either college graduation or experience of such kind and amount as to provide a background comparable to college education.

Includes: accountants and auditors, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, surveyors, teachers, and kindred workers.

- **Technicians**

Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training.

Includes: computer programmers and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

- **Sales**

Occupations engaging wholly or primarily in direct selling.

Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks and cashier-checkers, and kindred workers.

- **Office and Clerical**

All clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included.

Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

- **Craft Workers (skilled)**

Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. These workers exercise considerable independent judgment and usually receive an extensive period of training.

Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors, arts occupations, hand painters, coaters, decorating occupations, and kindred workers.

- **Operatives (semi-skilled)**

Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.

Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dressmakers and sewers (except factory), dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, stationary firefighters, truck and tractor drivers, knitting and weaving machine operators, welders and flamecutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

- **Laborers (unskilled)**

Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.

Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

- **Service Workers**

Workers in both protective and non-protective service occupations.

Includes: attendants (hospital and other institutions, professional and personal service, including nurses' aides and orderlies), barbers, charworkers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection workers, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, servers, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

## **Appendix I**

# **REPORTING RACE/ETHNICITY DATA FOR ACTIVITIES PROVIDING ACCESS FOR PERSONS WITH DISABILITIES**

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If you are assisting an eligible activity under the LMC national objective at 570.208(a)(2)(ii) and cannot obtain information on the beneficiaries with disabilities, follow these guidelines for reporting race and ethnicity data on the LMA accomplishment screen.

HUD has a website with Census data on the number of persons with disabilities, by race and ethnicity, at the Census tract level. The web address is:

<http://www.hud.gov/offices/cpd/systems/census/statemap.cfm>

On this website, select a state. On the next page, scroll down to "Disability by Race & Ethnicity" and click on "Download Excel Spreadsheet."

Select the data you want by using the Place Name filter arrow in Column K. Once you have selected a place, use data from the following columns:

Column L:	Census tract
Column O:	Number of persons with disabilities in the Census tract
Columns P–U:	Number of persons with disabilities by race
Column V:	Number of persons with disabilities of Hispanic ethnicity

If more than one Census tract is served by the activity, total the columns for the appropriate Census tracts and use those totals to complete the accomplishment screen.

Note that the data in Column V on persons of Hispanic ethnicity is not broken down by race, which is how the information must be reported on the accomplishment screen. Grantees may use their own judgment in determining how to break down ethnicity by race.









## **Appendix J**

# **HUD DEFINITIONS OF HOMELESSNESS**

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### **Definition of “Homeless”**

In December 2011, HUD published the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH): Defining “Homeless” Final Rule, which redefined “homeless” in four broad categories:

- Literally homeless
- Imminent risk of homelessness
- Homeless under other Federal statutes
- Fleeing/attempting to flee domestic violence

Refer to Federal Register / Vol. 76, No. 233 / Monday, December 5, 2011 - [Docket No. FR-5333-F-02] for more information on the Final Rule and the current definition of “homeless,” including the criteria which must be met for each category.

### **Definition of “Chronically Homeless”**

The HUD definition of “chronically homeless” was revised by the December 2011 Homeless Emergency Assistance and Rapid Transition to Housing: Emergency Solutions Grants Program and Consolidated Plan Conforming Amendments Interim Rule. “Chronically homeless” is defined as:

1. An individual who: is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and has been in this state continuously for at least one year or on at least four separate occasions in the last 3 years, where each homeless occasion was at least 15 days; and can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;
2. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or
3. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.







## Appendix K

# SUBFUNDS

A subfund is a portion of a grant that has been earmarked for a specific use, and is identified by a fund type. For CDBG entitlements, the fund types are AD (Administration) and SU (Subgrant). Grant funds that are not subfunded as AD or SU have a fund type of EN (Entitlement).

## ACCESSING THE SUBFUND FUNCTIONS

Click the Grant tab at the top of any page to display the Search Grants screen. Links to the subfund functions you are authorized to access are listed on the left:

The screenshot shows the 'Grant' tab selected in the top navigation bar. A notification banner at the top states: 'You have 17 CDBG and 2 HOME activities that have been flagged. Click [here](#) to go to the review page.' Below this, the 'Search Grants' section is visible. On the left sidebar, there are four main menu items: 'Grant', 'Subfund', 'Subgrant', and 'Subfund Program Income'. Each item has a '- Logout' link below it. The 'Subfund' and 'Subfund Program Income' items are highlighted with blue brackets and arrows pointing to the 'Add' and 'Search' links. The 'Search Grants' section contains the following fields: 'Grant Year: (tip)' with a 'Select' dropdown, 'State/Territory:' with a dropdown menu showing 'MN', 'Program:' with a dropdown menu showing 'All', and 'Grant #: (tip)' with a text input field. At the bottom of the search criteria are 'Search' and 'Reset' buttons.

Plans/Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ
You have 17 CDBG and 2 HOME activities that have been flagged. Click <a href="#">here</a> to go to the review page.			
<b>Grant</b>			
Search Grants			
Search Criteria			
Grant Year: (tip) Select ▼		State/Territory: MN ▼	Program: All ▼
		Grant #: (tip) [Text Input]	
[Search]   [Reset]			

The Subfund option is used to add, edit, and view CDBG subfunds and is explained starting on the next page.

The Subfund Program Income option does not apply to the CDBG program.

## ADD SUBFUNDS

The process of adding a subfund consists of two screens. On the first, titled Add Subfunds, you specify the grant and the fund type of the subfund to be created. On the second, titled Add Subfund, you provide a dollar amount for it.

### ADD SUBFUNDS SCREEN

Click the Subfund [Add](#) link on any Grant screen to display the Add Subfunds screen.

**Subfund**

Add Subfunds

**Search Criteria**

**Program:**  
All

**Fund Type:** (tip)  
Select

**Grant #:** (tip)

**Grant Year:** (tip)  
Select

Field	Description
Program	Select <b>CDBG</b> .
Grant Year	Select the year of the grant to be subfunded.
Fund Type	Select the type of subfund you want to add, or leave the field set to <b>Select</b> for a list of all the subfunds that can be added.
Grant #	If you don't select a PROGRAM and GRANT YEAR, you must limit the results to grants starting with the text string you enter here.

Click the <Search> button to run the search and display the results:

**Subfund**

Add Subfunds

**Search Criteria**

**Program:**  
CDBG

**Fund Type:** (tip)  
Select

**Grant #:** (tip)

**Grant Year:** (tip)  
2012

Results Page 1 of 1

Program	Grant Year	Grant #	Fund Type	Action
CDBG	2012	<a href="#">B-12-MC-27-0002</a>	AD	<a href="#">Add Fund Type</a>
CDBG	2012	<a href="#">B-12-MC-27-0002</a>	SU	<a href="#">Add Fund Type</a>

If the subfund of the FUND TYPE you specified already exists, the message "There are no results to display" is returned.

Click the [Add Fund Type](#) link of the subfund to be created. The Add Subfund screen is displayed.



## ADD SUBFUND SCREEN

A dollar amount for the subfund is specified in the last field on this screen:

**Subfund**

**Add Subfund**

|

**\*Indicates Required Field**

<b>Grantee/PJ Name:</b> DULUTH, MN	<b>Grant #:</b> (tip) B-12-MC-27-0002
<b>Program:</b> (tip) CDBG	<b>Grant Status:</b> (tip) Active
<b>Grant Year:</b> (tip) 2012	<b>Grant Blocked:</b> (tip) No
<b>Administering Organization:</b> (tip) DULUTH, MN	
<b>Payee EIN/TIN#:</b> (tip) 41-6005105	

**Source Fund: EN**

<b>Available to Subfund</b>	\$436,131.22
-----------------------------	--------------

**Add Subfund: AD**

<b>Range for Authorized Amount (including program income)</b>	
<b>Minimum</b>	\$0.00
<b>Maximum</b>	\$436,131.22
<b>*Authorized Amount for this Subfund</b> (tip)	\$ <input type="text"/>

|

Field	Description
Grantee/PJ Name	The recipient of the grant the subfund is being created from.
Program	The CPD program providing the grant being subfunded.
Grant Year	The year of the grant the subfund is being created from.
Administering Organization	The name of the organization administering the grant.
Payee EIN/TIN#	The EIN/TIN# of the organization that receives the wire transfers of funds drawn down from the grant.
Grant #	The number assigned to the grant by LOCCS.
Grant Status	<b>Active</b> or <b>Inactive</b> . A grant is inactive if IDIS has not received all required grant information.
Grant Blocked	If GRANT BLOCKED is <b>Yes</b> , FUND TYPE EN cannot be drawn from this grant (you can still create a subfund from it, though).
Source Fund	Always <b>EN</b> for CDBG subfunds.

Field	Description
Available to Subfund	The amount in the SOURCE FUND that can be subfunded.
Add Subfund	The type of subfund being added.
Range for Authorized Amount (including program income)	
Minimum	<p>The minimum amount that may be entered in AUTHORIZED AMOUNT FOR THIS SUBFUND.</p> <p>Since the subfunds that grantees can create are optional, it is always \$0.00 on the Add screen.</p>
Maximum	<p>The maximum amount that may be entered in AUTHORIZED AMOUNT FOR THIS SUBFUND. The calculation is based on CDBG regulatory caps and the amount AVAILABLE TO SUBFUND.</p> <p>For <b>AD</b>, the maximum is capped at 20% of the grant's AUTHORIZED AMOUNT plus 20% of the program income (PI and RL) receipted with the same PROGRAM YEAR as the GRANT YEAR.</p> <p>For <b>SU</b>, there is no cap. The maximum will equal AVAILABLE TO SUBFUND.</p>
Authorized Amount for this Subfund	Specify the amount (cents allowed) of the new subfund. It cannot be less than the MINIMUM or more than the MAXIMUM.

Click the <Save> button to create the subfund or the <Return to Search Subfunds> button to exit without saving. Clicking either button redisplay the Add Subfunds search screen.

## EDIT/VIEW SUBFUNDS

To edit or view a subfund, you must first conduct a search to retrieve it. Click the Subfund [Search](#) link on any Grant screen to access the Search Subfunds screen.

### SEARCH SUBFUNDS SCREEN

Enter as many or few of the following search criteria as you wish to retrieve the subfund(s) you want to update/view:

User ID: C00063  
User Role: Grantee  
Organization: DULUTH  
- [Logout](#)

**Grant**  
- [Search](#)

**Subfund**  
- [Add](#)  
- [Search](#)

**Subgrant**  
- [Add](#)  
- [Search](#)

**Subfund Program Income**  
- [Add](#)  
- [Search](#)

Plans/Projects/Activities   Funding/Drawdown   **Grant**   Grantee/PJ

You have 17 CDBG and 2 HOME activities that have been flagged. Click [here](#) to go to the review page.

**Subfund**

**Search Subfunds**

**Search Criteria**

**Program:**  
All ▾

**Fund Type:** (tip)  
Select ▾

**Grant #:** (tip)

**Grant Year:** (tip)  
Select ▾

[Search](#) | [Reset](#)

Field	Description
Program	To limit the search results to a particular program, select it from the dropdown.
Grant Year	To limit the search results to a particular grant year, choose it from the dropdown.
Fund Type	The valid choices for CDBG entitlements are:  <b>EN</b> Entitlement (authorized amount of grant minus amount already subfunded) <b>AD</b> Administration Subfund <b>SU</b> Subgrant Subfund
Grant #	Limits the results to grant numbers starting with the text string you enter.

Click the <SEARCH> button to run the search and display the subfunds that meet the criteria you specified:

### Subfund

#### Search Subfunds

**Search Criteria**

**Program:**  
CDBG

**Fund Type:** (tip)  
Select

**Grant #:** (tip)

**Grant Year:** (tip)  
2012

Search
Reset

**Results Page 1 of 1**

Grantee/PJ Name	Program	Grant Year	Grant #	Fund Type	Authorized Amount	Action
DULUTH	CDBG	2012	<a href="#">B-12-MC-27-0002</a>	AD	\$185,000.00	<a href="#">Edit</a>   <a href="#">View</a>
DULUTH	CDBG	2012	<a href="#">B-12-MC-27-0002</a>	EN	\$2,138,165.00	<a href="#">View</a>
DULUTH	CDBG	2012	<a href="#">B-12-MC-27-0002</a>	SU	\$0.00	<a href="#">Delete</a>   <a href="#">Edit</a>   <a href="#">View</a>

To update a subfund, click the [Edit](#) link in the ACTION column. (The EN subfund cannot be changed, and will have only a [View](#) link.)

A [Delete](#) link will be available for subfunds with an AUTHORIZED AMOUNT of \$0.00. When you click it, you are asked to confirm the deletion. Choose <OK> to delete the subfund. Otherwise click <Cancel>.

The Edit Subfund screen is explained on the next page. The View Subfund screens are shown starting on page K-9.

## EDIT SUBFUND SCREEN

The amount that has been authorized for a subfund can be changed in the last field on this screen:

**Subfund**

Edit Subfund

Save | Return to Search Subfunds | Review Subfund History

**\*Indicates Required Field**

<b>Grantee/PJ Name:</b> DULUTH, MN	<b>Grant Status:</b> (tip) Active
<b>Program:</b> (tip) CDBG	<b>Grant Blocked:</b> (tip) No
<b>Grant Year:</b> (tip) 2012	<b>Administering Organization:</b> (tip) DULUTH, MN
<b>Grant #:</b> (tip) B-12-MC-27-0002	<b>Payee EIN/TIN#:</b> (tip) 41-6005105
<b>Fund Type:</b> (tip) AD	

Current Authorized Amount for this Subfund	\$185,000.00
--	--------------

Range for New Authorized Amount (including program income)	
Minimum	\$0.00
Maximum	\$436,131.22
*New Authorized Amount for this Subfund	\$

Save | Return to Search Subfunds | Review Subfund History

Field	Description
Grantee/PJ Name through Payee EIN/TIN#	For definitions of these fields, see page K-3.
Fund Type	The subfund being updated. For CDBG entitlements, <b>AD</b> (Administration) or <b>SU</b> (Subgrant).
Current Authorized Amount for this Subfund	The amount that is to be revised.
Range for Authorized Amount	
Minimum	The minimum amount that may be entered in NEW AUTHORIZED AMOUNT FOR THIS SUBFUND. It is based on the amount of the subfund already used.
Maximum	<p>The maximum amount that may be entered in NEW AUTHORIZED AMOUNT FOR THIS SUBFUND. It is based on regulatory caps and the amount available to subfund.</p> <p>Note: The AD subfund can be increased above the 20% cap by an amount equal to 20% of the program income (PI and RL)</p>

Field	Description
	received for the grant/program year (see Chapter 7). That amount is included in the calculation of the AD MAXIMUM.
New Authorized Amount for this Subfund	<p>Enter the revised amount (not the amount of the increase or decrease). It cannot be less than the MINIMUM or more than the MAXIMUM.</p> <p>If the authorized amount is changed to \$0.00, the subfund can be deleted when you return to the Search Subfunds screen.</p>

Click the <Review Subfund History> button at the top/bottom of the page for a record of the changes made to the subfund amount.

Click <Save> to apply the change in the authorized amount, or <Return to Search Subfunds> to exit without saving the change. The Search Subfund screen will be displayed.

## VIEW SUBFUNDS

To view a subfund, you must first conduct a search to retrieve it. Click the Subfund [Search](#) link on any Grant tab screen to access the Search Subfunds screen. Run a search to retrieve the subfund you want to view (see page K-5 for instructions), then click on its [View](#) link in the ACTION column of the search results table.

The view screens are presented below in the order EN, AD, and SU.

### VIEW SUBFUND EN

**Subfund**

**View Subfund**

[Return to Search Subfunds](#) | [Review Subfund History](#)

**Grantee Recipient:**  
DULUTH, MN

**Program:** (tip)  
CDBG

**Grant Year:** (tip)  
2012

**Grant #:** (tip)  
B-12-MC-27-0002

**Fund Type:** (tip)  
EN

**Grant Status:** (tip)  
Active

**Grant Blocked:** (tip)  
No

**Administering Organization:** (tip)  
DULUTH, MN

**Payee EIN/TIN#:** (tip)  
41-6005105

<b>Authorized Amount</b> (tip)	\$2,138,165.00
<b>Subfunded Amount (-)</b> (tip)	\$185,000.00
<b>Amount Committed to Activities (-)</b> (tip)	\$1,141,114.97
<b>Amount Available to Subfund / Amount Available to Commit to Activities</b>	\$812,050.03
<b>Net Drawn Amount</b>	\$0.00
<b>Drawn Amount (+)</b> (tip)	\$0.00
<b>Drawdown Pending Amount (+)</b> (tip)	\$0.00
<b>Returned Amount (+)</b> (tip)	\$0.00
<b>Amount Available to Draw</b>	\$1,953,165.00

[Return to Search Subfunds](#) | [Review Subfund History](#)

Field	Description
Grantee Recipient	The recipient of the grant the subfund was created from.
Program	The CPD program providing the grant.
Grant Year	The year of the grant the subfund was created from.
Grant #	The number assigned to the grant by LOCCS.
Fund Type	The subfund being viewed.
Grant Status	<b>Active</b> or <b>Inactive</b> . A grant is inactive if IDIS has not received all required grant information.

Field	Description
Grant Blocked	If GRANT BLOCKED is <b>Yes</b> , EN funds cannot be drawn from this grant.
Administering Organization	The name of the organization administering this grant.
Payee EIN/TIN#	The EIN/TIN# of the organization that receives the wire transfers of funds drawn down from the grant.
Authorized Amount	The amount the grantee is authorized to subfund, commit, and draw from the EN subfund.
Subfunded Amount	The total amount of EN subfunded to AD and SU.
Amount Committed to Activities	The amount of the EN subfund that has been committed to activities.
Amount Available to Subfund/Amount Available to Commit to Activities	The amount of the EN subfund that can be subfunded or committed to activities. It is equal to AUTHORIZED AMOUNT minus SUBFUNDED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Net Drawn Amount	Net disbursements from the EN subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT.
Drawn Amount	The total amount disbursed from the EN subfund.
Drawdown Pending Amount	The sum all EN subfund draws approved in IDIS and awaiting a response from LOCCS.
Returned Amount	The total amount of EN disbursed and later returned to the Letter of Credit as EN. It is either \$0.00 or a negative amount.
Amount Available to Draw	The amount of EN available for drawdown is equal to AUTHORIZED AMOUNT minus SUBFUNDED AMOUNT minus NET DRAWN AMOUNT.

Click the <Review Subfund History> button at the top/bottom of the page for a record of the changes made to the subfund amount, or click <Return to Search Subfunds> to redisplay the Search Subfunds screen.



## VIEW SUBFUND AD

The top half of the View AD screen is identical to the View EN screen (see page K-9), and is not repeated here.

Fund Type: (tip) AD		<a href="#">View Subgrants</a>
Authorized Amount (tip)		\$185,000.00
Subgranted Amount (-)		\$0.00
Amount Committed to Activities (-)		\$38,000.00
Amount Available to Subgrant / Amount Available to Commit to Activities		\$147,000.00
Net Drawn Amount		\$12,500.00
Drawn Amount (+) (tip)		\$0.00
Drawdown Pending Amount (+) (tip)		\$12,500.00
Returned Amount (+) (tip)		\$0.00
Amount Available to Draw		\$172,500.00
Maximum Allowed (excluding program income)		\$427,633.00
Amount Available to increase Authorized Amount for this Subfund (including program income)		\$251,131.22
<div> <input type="button" value="Return to Search Subfunds"/> <input type="button" value="Review Subfund History"/> </div>		

Field	Description
Authorized Amount	<p>The amount that can be committed, drawn, and subgranted from the AD subfund.</p> <p>For CDBG grants, this can exceed the MAXIMUM ALLOWED (EXCLUDING PROGRAM INCOME) by an amount equal to 20% of the program income (PI and RL) receipted for the GRANT YEAR.</p>
Subgranted Amount	The amount subgranted from the AD subfund (only States can subgrant AD).
Amount Committed to Activities	The amount committed to activities from the AD subfund. It does not include commitments from AD subgrants. To view that information, click the <a href="#">View Subgrants</a> link located above the amounts column.
Amount Available to Subgrant/Amount Available to Commit to Activities	The amount of the AD subfund that can be subgranted or committed to activities. It is equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Net Drawn Amount	<p>Net disbursements from the AD subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT.</p> <p>These amounts do not include draws from AD subgrants. Click the <a href="#">View Subgrants</a> link to access that information.</p>
Drawn Amount	The total amount disbursed from the AD subfund.
Drawdown Pending Amount	The sum of all AD subfund draws approved in IDIS and awaiting a response from LOCCS.

Field	Description
Returned Amount	The amount disbursed from the AD subfund and later returned to the Letter of Credit as AD.
Amount Available to Draw	AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus NET DRAWN AMOUNT.
Maximum Allowed (excluding program income)	20% of the AUTHORIZED AMOUNT, the regulatory maximum.
Amount Available to increase Authorized Amount for this Subfund (including program income)	<p>The amount of EN available to increase the AD AUTHORIZED AMOUNT.</p> <p>The calculation includes receipted program income (PI and RL).</p>

## VIEW SUBFUND SU

The top half of the View SU screen is identical to the View EN screen (see page K-9), and is not repeated here.

Fund Type: (tip) SU	
<a href="#">View Subgrants</a>	
Authorized Amount (tip)	\$0.00
Subgranted Amount (-)	\$0.00
Amount Committed to Activities (-)	\$0.00
Amount Available to Subgrant / Amount Available to Commit to Activities	\$0.00
Net Drawn Amount	\$0.00
Drawn Amount (+) (tip)	\$0.00
Drawdown Pending Amount (+) (tip)	\$0.00
Returned Amount (+) (tip)	\$0.00
Amount Available to Draw	\$0.00
Amount Available to increase Authorized Amount for this Subfund	\$812,050.03

Field	Description
Authorized Amount	The amount that can be committed, drawn, and subgranted from the SU subfund.
Subgranted Amount	The amount of the SU subfund that has been subgranted.
Amount Committed to Activities	The amount committed to activities from the SU subfund. It does not include commitments from SU subgrants. To view that information, click the <a href="#">View Subgrants</a> link at the top of the amounts column.
Amount Available to Subgrant/Amount Available to Commit...	The amount of the SU subfund that can be subgranted or committed to activities. It is equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES.
Net Drawn Amount	Net disbursements from the SU subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT.  These figures do not include draws from SU subgrants. To view that information, click the <a href="#">View Subgrants</a> link.
Drawn Amount	The amount disbursed from the SU subfund.
Drawdown Pending Amount	The sum of SU subfund draws approved in IDIS and awaiting a response from LOCCS.
Returned Amount	The amount disbursed from the SU subfund and later returned to the Letter of Credit as SU.
Amount Available to Draw	The amount of the AD subfund available for drawdown, equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus NET DRAWN AMOUNT.
Amount Available to increase Authorized Amount for this Subfund	The amount of EN available to increase the SU AUTHORIZED AMOUNT.

## THE VIEW SUBGRANTS LINK

Clicking the [View Subgrants](#) link on a View Subfund screen displays the Search Subgrants screen, prepopulated with the subgrants created from the subfund you were viewing. The example shown here is for the SU fund type:

**Subfund**

**Search Subfunds**

**Search Criteria**

**Program:**  
CDBG

**Fund Type:** (tip)  
SU

**Grant #:** (tip)

**Grant Year:** (tip)  
Select

Search
Reset

**Results Page 1 of 1**

<a href="#">Grantee/PJ Name</a>	<a href="#">Program</a>	<a href="#">Grant Year</a>	<a href="#">Grant #</a>	<a href="#">Fund Type</a>	<a href="#">Authorized Amount</a>	<a href="#">Action</a>
BALTIMORE	CDBG	2012	<a href="#">B-12-MC-24-0010</a>	SU	\$309,500.44	<a href="#">Edit</a>   <a href="#">View</a>

For details about a subgrant, click the [Edit](#) or [View](#) link in the ACTION column (see Appendix L for more information).

## Appendix L

# SUBGRANTS

While subfunds are used in IDIS to track grant funds by fund type, subgrants are used to track the funds by the organizations receiving them.

## ACCESSING THE SUBGRANT FUNCTIONS

Click the Grant tab at the top of the page you are on to display the Search Grants screen. Links to the subgrant functions you are authorized to access are listed on the left:

The screenshot shows the IDIS Grant Search interface. At the top, a navigation bar includes tabs for Plans/Projects/Activities, Funding/Drawdown, Grant (selected), Grantee/PJ, Admin, and Reports. A user information box on the left displays 'User ID: C00063', 'User Role: Grantee', and 'Organization: GLOUCESTER COUNTY' with a Logout link. A notification banner states: 'You have 4 CDBG activities that have been flagged. Click [here](#) to go to the review page.' The main content area is titled 'Grant Search Grants'. On the left sidebar, a menu lists 'Grant - Search', 'Subfund - Add - Search', 'Subgrant - Add - Search' (highlighted with a blue bracket), 'Subfund Program Income - Add - Search', 'Subgrant Program Income - Add - Search' (highlighted with a blue bracket), and 'Utilities'. The search criteria section includes 'Grant Year: (tip) Select', 'State/Territory: NJ', 'Program: All', and 'Grant #: (tip)'. Search and Reset buttons are at the bottom.

The Subgrant option is used to add, edit, and view CDBG subgrants and is explained starting on the next page.

The Subgrant Program Income option does not apply to the CDBG program.

## ADD SUBGRANTS

Click the Subgrant [Add](#) link on any Grant tab screen to display the Add Subgrant screen:

**Subgrant**

**Add Subgrant**

|  |

**\*Indicates Required Field**

**\*Subgrant Recipient Name**(tip)

**\*Program**:(tip)

**\*Grant Year**:(tip)

**\*Grant #**:(tip)

**\*Fund Type**:(tip)

**Range for Authorized Amount**

Minimum	\$0.00
Maximum	
<b>* Authorized Amount for this Subgrant</b>	\$ <input type="text"/>

**\*Banking**

☐ Yes ☒ No

|  |

**Show Availability**

**Program**:(tip) 
**Grant Year**:(tip) 
**Grant #**:(tip) 
**Fund Type**:(tip)

Field	Description
Subgrant Recipient Name	<ol style="list-style-type: none"> <li>1. Click the &lt;Select Organization&gt; button.</li> <li>2. On the Select Organization page, enter search criteria if you wish or leave the search fields blank to display a list of all the organizations to which you can subgrant.</li> <li>3. Click the &lt;Search&gt; button.</li> <li>4. To select an organization, click first on the radio button next to its name and then on the &lt;Select&gt; button. The Add Subgrant screen is redisplayed.</li> </ol>
Program	Select <b>CDBG</b> .
Grant Year	Select the year of the grant the subgrant is being created from.
Grant #	Select the correct grant number (for most grantees, only one is listed if you have filled in the PROGRAM and GRANT YEAR).

Field	Description
Fund Type	Select the type of subgrant you want to add: <b>AD</b> (Administration) or <b>SU</b> (Subgrant).
Range for Authorized Amount	
Minimum	This read-only field is always \$0.00 when a subgrant is being added.
Maximum	<p>This read-only field shows the maximum amount that may be entered in the next field, NEW SUBGRANT AMOUNT. It is based on the amount available in the source subfund.</p> <p>Note: If you have input all previous fields and the MAXIMUM field is blank, click the &lt;Check Balance&gt; button.</p>
Authorized Amount for this Subgrant	Enter the amount of the subgrant. It cannot exceed the MAXIMUM.
Banking	<p>Change this field to <b>Yes</b> if the organization receiving the subgrant is authorized to receive drawdown payments directly from LOCCS.</p> <p>If you are able to change this to <b>Yes</b> (it isn't allowed for all organizations) but there is no banking data in LOCCS for the subgrantee, a warning message is displayed and the status of the subgrant is set to <b>Waiting for Banking Info</b>. Until the banking information is received and the subgrant status changes to <b>Active</b>, the subgrant will not be available for committing funds via the Activity Funding function.</p>
Show Availability	<p>Use this search feature if you need to identify a funding source for the subgrant you are adding.</p> <p>Input any search criteria you like and click the &lt;Show&gt; button to run the search. The AMOUNT AVAILABLE TO SUBGRANT will be shown for each subfund in the search results table.</p>

To add the subgrant, click the <Save> button. The View Subgrant screen (see page L-8) is displayed with the message "Subgrant added".

To exit without saving, click the <Reset> button to refresh and redisplay the Add screen.

## EDIT SUBGRANTS

To edit a subgrant, you must first conduct a search to retrieve it. Click the Subgrant [Search](#) link on any Grant tab screen to access the Search Subgrants screen.

### SEARCH SUBGRANTS SCREEN

Enter as many or few of the following search criteria as you wish to retrieve the subgrant(s) you want to update:

<b>User ID:</b> C00063 <b>User Role:</b> Grantee  <b>Organization:</b> GLOUCESTER COUNTY <a href="#">- Logout</a>	<b>Plans/Projects/Activities</b> <b>Funding/Drawdown</b> <b>Grant</b> <b>Grantee/PJ</b>
You have 4 CDBG activities that have been flagged. Click <a href="#">here</a> to go to the review page.	
<b>Subgrant</b> Search Subgrants	
<b>Grant</b> <a href="#">- Search</a>  <b>Subfund</b> <a href="#">- Add</a> <a href="#">- Search</a>  <b>Subgrant</b> <a href="#">- Add</a> <a href="#">- Search</a>  <b>Subfund Program Income</b> <a href="#">- Add</a> <a href="#">- Search</a>	<b>Search Criteria</b> <b>Subgrant to Organization Name</b> <small>(i)</small> : <input type="text"/>  <b>Program:</b> All ▾  <b>Grant Year:</b> <small>(tip)</small> Select ▾  <input type="button" value="Search"/>   <input type="button" value="Reset"/>
	<b>Fund Type:</b> <small>(tip)</small> Select ▾  <b>Grant #:</b> <small>(tip)</small> <input type="text"/>  <b>Subgrants Given:</b> <small>(tip)</small> All ▾  <b>Subgrant Status:</b> <small>(tip)</small> All ▾

Field	Description
Subgrant to Organization Name	Limit the search to subgrant recipient names that contain the text string you enter.
Program	To limit the search to a particular program, select it from the dropdown.
Grant Year	To limit the search to a particular grant year, choose it from this dropdown.
Fund Type	The choices for CDBG entitlements are <b>AD</b> (Administration) or <b>SU</b> (Subgrant).
Grant #	Limit the search to source grants starting with the text string you enter.
Subgrants Given	The choices are:  <b>All</b> – the subgrants that the organization you are logged on as has given to and received from other organizations.  <b>No</b> – the subgrants that the organization you are logged on as has received from other organizations.  <b>Yes</b> – the subgrants that the organization you are logged on as has given to other organizations.
Subgrant Status	To limit the search to a particular status, select it from the dropdown. (For information about the Waiting for Banking Info status, see the entry for the Banking field on page L-3).



Click the <SEARCH> button to run the search and display the subgrants that meet the criteria you specified.

### Subgrant

#### Search Subgrants

**Search Criteria**

**Subgrant to Organization Name** (i):

**Program:**  
CDBG

**Grant Year:** (tip)  
2012

**Fund Type:** (tip)  
Select

**Grant #:** (tip)

**Subgrants Given:** (tip)  
All

**Subgrant Status:** (tip)  
All

|

**Results Page 1 of 1**

Program	Grant #	Fund Type	Subgrant from Organization Name	Subgrant to Organization Name	Authorized Amount	Minimum Amount	Maximum Amount	Action
CDBG	<a href="#">B-12-UC-34-0109</a>	SU	GLOUCESTER COUNTY	WASHINGTON TOWNSHIP	\$117,209.60	\$117,209.60	\$229,209.60	<a href="#">Edit</a>   <a href="#">View</a>
CDBG	<a href="#">B-12-UC-34-0109</a>	SU	GLOUCESTER COUNTY	BETHEL RIDGE CORP.	\$0.00	\$0.00	\$112,000.00	<a href="#">Delete</a>   <a href="#">Edit</a>   <a href="#">View</a>
CDBG	<a href="#">B-12-UC-34-0109</a>	SU	GLOUCESTER COUNTY	GLASSBORO	\$38,000.00	\$0.00	\$150,000.00	<a href="#">Edit</a>   <a href="#">View</a>

Select the subgrant you want to process by clicking the [Edit](#) link in the last column of the search results table. Instructions for the Edit screen follow on the next page.

Note that for subgrants with an AUTHORIZED AMOUNT of \$0.00 there is also a [Delete](#) link. When you click it, you are asked to confirm the deletion. Click <OK> to delete the subgrant. Otherwise click <Cancel>.

## EDIT SUBGRANTS SCREEN

Two fields can be updated on this screen: the subgrant amount and the banking flag. A list of the activities funded with the subgrant can also be accessed.

**Subgrant**

**Edit Subgrant**

|  |

**\*Indicates Required Field**

**Subgrant Recipient Name**  
[WASHINGTON TOWNSHIP](#)  
*no address found*  
 GLOUCESTER COUNTY, NJ

**Program:(tip)**  
 CDBG

**Grant Year:(tip)**  
 2012

**Grant #:(tip)**  
 B-12-UC-34-0109

**Subgrant Status:(tip)**  
 Active

**Date Created:**  
 11/14/2012

**Fund Type:(tip)**  
 SU

<b>Current Authorized Amount for this Subgrant</b>	\$117,209.60
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**Range for New Authorized Amount**

<b>Minimum</b>	\$117,209.60
<b>Maximum</b>	\$229,209.60

**\* New Authorized Amount for this Subgrant**

\$	<input type="text"/>
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**\*Banking**

**Administering Organization: (tip)**  
 GLOUCESTER COUNTY, NJ

**Payee EIN/TIN#: (tip)**  
 21-6000660

☐ Yes
 ☒ No

|  |

Field	Description
New Authorized Amount for this Subgrant	<p>To change the CURRENT AUTHORIZED AMOUNT FOR THIS SUBGRANT, enter the new amount (not the amount of the increase or decrease) in this field. It cannot be less than the MINIMUM or more than the MAXIMUM. The calculation of those two values is based on the amount available from the source subfund and the amount of the subgrant that has already been used.</p> <p>If the NEW AUTHORIZED AMOUNT is changed to \$0.00, the subgrant can be deleted on the Search Subgrants results screen.</p>

Field	Description
Banking: Yes/No	<p>Select <b>Yes</b> if the SUBGRANT RECIPIENT is to receive drawdown payments directly from LOCCS.</p> <p>If <b>Yes</b> is selected (it isn't allowed for all organizations) but there is no banking data in LOCCS for the subgrantee, a warning message is displayed and the SUBGRANT STATUS field will be set to <b>Waiting for Banking Info</b>.</p> <p>The subgrant will not be available for committing funds via the Activity Funding function until the banking information is received and the SUBGRANT STATUS becomes <b>Active</b>.</p>

The screen that is displayed when the <View Activities> button is clicked is described on page L-10.

To save your changes, click the <Update Banking Only> button if BANKING YES/NO was the only field changed (to avoid getting an error message on the NEW AUTHORIZED AMOUNT field); otherwise, click the <Save> button. When you do, the View Subgrant screen, shown on the next page, is displayed.

To exit without saving your changes, click the <Return to Subgrants> button.

## VIEW SUBGRANTS

To view a subgrant, you must first conduct a search to retrieve it. Click the Subgrant [Search](#) link on any Grant tab screen to access the Search Subgrants screen. Run a search to retrieve the subgrant you want to view (see page L-4 for instructions), then click on its [View](#) link in the search results table. The View Subgrant screen is displayed.

### VIEW SUBGRANT SCREEN

Subgrant details are provided on this screen.

### Subgrant

#### View Subgrant

[Return](#) | [View Activities](#)

**Subgrant Recipient Name:**  
[WASHINGTON TOWNSHIP](#)  
*no address found*  
 GLOUCESTER COUNTY, NJ

**Program:** (tip)  
 CDBG

**Grant Year:** (tip)  
 2012

**Grant #:** (tip)  
 B-12-UC-34-0109

**Subgrant Status:**  
 Active

**Date Created:**  
 11/14/2012

**Fund Type:**(tip)  
 SU

**Administering Organization:** (tip)  
 GLOUCESTER COUNTY, NJ

**Payee EIN/TIN#:** (tip)  
 21-6000660

<b>Authorized Amount</b> (tip)	\$117,209.60
<b>Subgranted Amount</b> (tip)	\$0.00
<b>Amount Available to Subgrant</b>	\$0.00
<b>Committed to Activities Amount</b> (tip)	\$117,209.60
<b>Net Drawn Amount</b>	\$0.00
<b>Drawn Amount (+)</b> (tip)	\$0.00
<b>Drawdown Pending Amount (+)</b> (tip)	\$0.00
<b>Returned Amount (+)</b> (tip)	\$0.00
<b>Amount Available to Draw</b>	\$117,209.60
<b>Amount Available to Increase Authorized Amount for this Subgrant</b>	\$112,000.00

[Return](#) | [View Activities](#)

All fields are read-only.

Field	Description
Subgrant Recipient	Clicking on the link here displays information about the subgrantee.
Program	The CPD program providing the grant used for the subgrant.
Grant Year	The year of the grant from which the subgrant was created.
Grant #	The number of the source grant.
Subgrant Status	Either <b>Active</b> or <b>Waiting for Banking Info</b> (see entry for the BANKING field on page L-7).
Date Created	The date the subgrant was created in IDIS.
Fund Type	The subfund from which the subgrant was created. For CDBG entitlements, this is <b>AD</b> (Administration) or <b>SU</b> (Subgrant).
Administering Organization	The name of the organization administering the subgrant.
Payee EIN/TIN#	The EIN/TIN# of the organization that receives the wire transfers of funds drawn down from the subgrant.
Authorized Amount	The total amount of this subgrant available to the subgrantee to subgrant, commit to activities, and draw. It is equal to the latest authorized amount you specified on the Add or Edit Subgrant screen.
Subgranted Amount	The amount of this subgrant that has been subgranted.
Amount Available to Subgrant	The amount of the subgrant that is available to subgrant to other organizations. It equals AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus COMMITTED TO ACTIVITIES AMOUNT.
Committed to Activities Amount	The amount of this subgrant that has been committed to activities.
Net Drawn Amount	Net disbursements from this subgrant, equal to DRAWN AMOUNT plus DRAWDOWN PENDING AMOUNT plus RETURNED AMOUNT.
Drawn Amount	Total disbursements from this subgrant.
Drawdown Pending Amount	The sum of draws from this subgrant that have been approved in IDIS and are awaiting a response from LOCCS.
Returned Amount	The total amount disbursed from the subgrant and later returned by the grantee to the Letter of Credit.
Amount Available to Draw	Equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus NET DRAWN AMOUNT.
Amount Available to Increase Authorized Amount Available for this Subgrant	The amount of AD or SU available to increase the AUTHORIZED AMOUNT.

Click the <View Activities> button to display the Activities Funded from Subgrant screen (see next page) or the <Return> button to redisplay the Search Subgrants screen.

## VIEW ACTIVITIES FUNDED FROM SUBGRANT SCREEN

This screen is displayed when the <View Activities> button is clicked on the View Subgrant or Edit Subgrant screen. It shows information about the activities the SUBGRANT RECIPIENT has carried out with all subgrants (notice that the GRANT YEAR field below is **All Years** and the GRANT # is **B-XX**) of the FUND TYPE displayed on the View/Edit Subgrant screen:

**Subgrant**

**Activities Funded from Subgrant**

[Return to View Subgrant](#) | [Return to Subgrants](#)

**Subgrant Recipient Name:**  
WASHINGTON TOWNSHIP, NJ

**Program:**  
CDBG

**Grant Year:**  
All Years

**Grant #:**  
B-XX-UC-34-0109

**Fund Type:**  
SU

IDIS Activity ID	Activity Name	Activity Status	Activity Owner	Source Name	Funded Amount	Drawn Amount	Balance to Draw
2243	WASHINGTON TWP/MUNICIPAL PROJECT # 14	Open	GLOUCESTER COUNTY	UC	\$159,802.00	\$151,025.40	\$8,776.60
2244	WASHINGTON TWP/STAFF COSTS	Completed	GLOUCESTER COUNTY	UC	\$39,950.00	\$39,950.00	\$0.00
2370	WASHINGTON TWP/STAFF COSTS	Open	GLOUCESTER COUNTY	UC	\$33,152.00	\$20,057.91	\$13,094.09
2383	WASH TWP ENTITLEMENT MP#9	Open	GLOUCESTER COUNTY	UC	\$132,608.00	\$0.00	\$132,608.00
2480	WASHINGTON TWP ENTITLEMENT-RECONSTRUCTION OF HYANNIS	Open	GLOUCESTER COUNTY	UC	\$117,209.60	\$0.00	\$117,209.60

[Return to View Subgrant](#) | [Return to Subgrants](#)

The list is ordered by IDIS Activity ID (ascending), and cannot be resorted.

Click the <Return to View/Edit Subgrant> button to display the previous page, or the <Return to Subgrants> button to display the Search Subgrants screen.